PROGRAM REVIEW STEERING COMMITTEE

2023-2024 Evaluation Guide

Comprehensive   **FINAL**

Student and Instructional (Library & Tutoring) Service Areas

Directions for PRSC Team: For each component of the program review, please rate the response as one of the following: Initial, evolving need further clarification in the comments section.

SECTIONS	SUBCRITERIA	Initial	Evolving
Service Area Overview and Update (1-5)			
	Program area review team represents collaborative effort.	Not rated	Not rated
Service Area Reflection and Description (6-8)			
	Mission statement provided (6)	☐ no mission statement	☐ mission statement is not clear, concise, or descriptive
	Program current/up to date in college catalog (7)	☐ no update	N/A
	Discussion of how program area advances the college mission, vision and values (8)	☐ no discussion of how the program area mission supports the College mission, vision, and values	☐ limited discussion of how the program area mission supports the College mission, vision, and values
Student and Instructional Service Area Assessment & Data Analysis (9-24)			
Student Access, Learning & Achievement (9-15)	Discussion on what data was used (9)	☐ no discussion of data used	☐ limited discussion of data used
	Discussion of difference students served vs. College's overall student population (10)	☐ no discussion on difference	☐ limited discussion on difference

	Discussion on equity gaps related to student access/success (11)	☐ no discussion on equity gaps	☐ limited discussion on equity gaps
	Discussion on action steps taken to address equity gaps (12)	☐ no discussion of data collected or used to inform plans	☐ limited discussion of data collected or used to inform plans
	Discussion on how the data impacted goals set in previous comprehensive program review (13)	☐ no discussion of impact	☐ limited discussion of impact
	Discussion on most significant/impactful service area worked across the college (14)	☐ no discussion of how service area worked across the college	☐ limited discussion of how service area worked across the college
	Discussion of lessons learned from remote transition (15)	☐ no discussion of remote impact	☐ limited discussion of remote impact

SLO/SAO Assessment (16-20)	Assessment Plan uploaded (16)	☐ no Assessment Plan uploaded	N/A
	High-level analysis of key assessment findings over the past 4 years (17)	☐ no analysis of key assessment findings	☐ limited analysis of key assessment findings
	Discussion of service area assessment findings over the past 4 years (17)	☐ no discussion of findings	☐ limited discussion of findings
	Discussion on data outcome to student experience, success and challenges, etc. (18)	☐ no discussion of data outcome	☐ limited discussion of data outcome
	Example shared of meaningful, innovative, equitable, and/or student-centered assessment happening in program (19)	☐ no discussion on example	☐ limited discussion on example
	Discussion on how data used for service area/or course improvements (20)	☐ no discussion on how data used for improvement	☐ limited discussion on how data used for improvement

Strengths, Challenges & External Influences (21-24)	Describe your program area strengths or challenges (21-22)	☐ no discussion on program area strengths or challenges	☐ limited discussion on program area strengths or challenges

	Describe external influences that affect your program area (positive or negative) (23)	☐ no discussion of external influences	☐ limited discussion on external influences
	Discussion on opportunities that exist to advance student success and equity in the next 4 years (24)	☐ no discussion on opportunities that exist	☐ limited discussion on opportunities that exist

Previous Goals			
	For goal status identified as "Deleted" or "Completed," explanation given	☐ no explanation of goal status	N/A
	For goal status identified as "Not Started" explanation of why given	☐ no explanation of goal status	N/A
	For goal status identified as "In Progress," action steps from last report on the ones	☐ no goal status identified	N/A
	Not Rated: Resource requests specified as action steps	N/A	N/A

4 Year Goals			
	Describes how goal advances College Strategic Goals.	☐ no discussion of how goal advances College Strategic Goals	☐ limited discussion of how goal advances College Strategic Goals
	Indicates how this goal was informed by assessment results, data, etc.	☐ no discussion of how new goals	☐ limited discussion of how new goals are informed by
	Action steps are discussed	☐ no discussion of action	☐ limited discussion of action
	Not Rated: Resource requests specified as action steps	N/A	N/A
	Discussion on how this goal will be evaluated.	☐ no discussion of how this goal will be evaluated	☐ limited discussion of how this goal will be evaluated

RESOURCE REQUESTS LINKED TO PROGRAM REVIEW GOALS	Resource requests are linked to specific department/ discipline goals and action steps and include details on the expected impact on the program.	☐ no connection to department/discipline goal or action step(s)	

PRSC Approved: 9/21/2023

Evolving, Established. All areas marked as initial or

Established	Comments
Not rated	

☐ clear, concise, or descriptive mission statement is provided	
☐ updated	
☐ thorough discussion of how the program area mission supports the College mission, vision, and values	

☐ thorough discussion of data used	
☐ thorough discussion on difference	

☐ thorough discussion on equity gaps	
☐ thorough discussion of data collected or used to inform plans	
☐ thorough discussion on impact	
☐ thorough discussion of how service area worked across the college	
☐ thorough discussion of remote impact	

☐ Assessment Plan uploaded	
☐ thorough analysis of assessment findings	
☐ thorough discussion of findings	
☐ thorough discussion of data outcome	
☐ thorough discussion on example	
☐ thorough discussion on how data used for improvement	

☐ thorough discussion on program area strengths or challenges	

☐ thorough discussion on external influences	
☐ thorough discussion on opportunities that exist	

☐ explanation of goal status	
☐ explanation of goal status	
☐ goal status identified	
N/A	

☐ thorough discussion of how goal advances College Strategic Goals	
☐ thorough discussion of how new goals are informed by	
☐ thorough discussion of	
N/A	
☐ thorough discussion of how this goal will be evaluated	

☐ clear connection to department/discipline goal or action step(s)	