

# PROGRAM REVIEW STEERING COMMITTEE

## Spring 2021 Annual Update Evaluation Guide

### Instructional

PRSC Approved: 5/21/2020

**FINAL**

**Department/Program:**

**Author(s):**

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

SECTIONS	SUBCRITERIA	Initial	Evolving	Established	Comments
<b>Section I: Program Overview and Update</b> (I.1-I.4)	Program Review team represents collaborative effort. (I.1-I.3)	<input type="checkbox"/> no evidence of broad participation in the development of program review	N/A	<input type="checkbox"/> substantial evidence of participation beyond the lead author	
Section I: Program Summary (I.4)	Summary of changes, additions, and achievements in program since last program review annual update. (I.4)	<input type="checkbox"/> no summary of changes, additions, and achievements in program since last program review annual update	<input type="checkbox"/> limited summary of changes, additions, and achievements in program since last program review annual update	<input type="checkbox"/> thorough summary of changes, additions, and achievements in program since last program review annual update	
<b>Section II: Assessment and Student Achievement</b> (II.A.-II.B.2)	Course SLOs assessment plan on file with SLOAC. (II.A.1)	<input type="checkbox"/> no SLO assessment plan on file	N/A	<input type="checkbox"/> SLO assessment plan on file	
Section IIA: Assessment (II.A.1)	Assessment Plan on file with OAC/SLO Coordinator. (II.A.1)	<input type="checkbox"/> no Assessment Plan on File	<input type="checkbox"/> Assessment Plan on file but work is needed to update the plan	<input type="checkbox"/> Assessment Plan on file	
Section IIA: Analysis (II. A.2)	Analysis of SLO findings over past year, including successes, challenges and any changes made as a result. (II.A.2)	<input type="checkbox"/> no analysis of SLO findings	<input type="checkbox"/> limited analysis of SLO findings	<input type="checkbox"/> thorough analysis of SLO findings	
Section II.B. Student Achievement (Success & Equity) (II.B.1)	Summary of finding program's progress in meeting equity goals. (II.B.1)	<input type="checkbox"/> no summary of program progress in meeting equity goals	<input type="checkbox"/> limited summary of program progress in meeting equity goals	<input type="checkbox"/> thorough summary of program progress in meeting equity goals	
Section II.B. Student Achievement (Equitable Student Outcomes Plans) (II.B.2)	Plans to improve equitable student outcomes (success, retention, persistence, graduation, etc.) (II.B.2)	<input type="checkbox"/> no discussion on plans to improve equitable student outcomes	<input type="checkbox"/> limited discussion on plans to improve equitable student outcomes	<input type="checkbox"/> thorough discussion on plans to improve equitable student outcomes	
<b>Section II.C. Distance Ed</b> (II.C.1-3)	Discussion of differences in success rates between distance education vs. in-person student success rates and what has the department done to address disparities. (II.C.1)	<input type="checkbox"/> no discussion of differences between distance education vs. in-person	<input type="checkbox"/> limited discussion of differences between online and in-person student success rates; disparities	<input type="checkbox"/> thorough discussion of differences between online and in-person student success rates	
	Discussion of mechanisms (e.g., processes, methods, models, practices) in place to ensure regular and effective contact within online courses. (II.C.3)	<input type="checkbox"/> no discussion on how the department/discipline will ensure regular and effective contact within online courses	<input type="checkbox"/> limited discussion on how the department/ discipline will ensure regular and effective contact within online courses	<input type="checkbox"/> thorough discussion on how the department/discipline will ensure regular and effective contact within online courses	

<b>Section III: Previous Goals</b> (III.1-4)	For goal status identified as “deleted” or “completed,” appropriate rationale or summary of results, respectively, was given. (III.2,3)	<input type="checkbox"/> no rationale or results given for deletion or completion of goals	<input type="checkbox"/> limited rationale or results given for deletion or completion of goals	<input type="checkbox"/> thorough rationale or results given for deletion or completion of goals
	For goal status identified as “Not Started” or “In Progress,” action steps were given. (III.2,4)	<input type="checkbox"/> no discussion of action steps given for “Not Started” or “In Progress” goals	<input type="checkbox"/> limited discussion of action steps given for “Not started” or “In Progress” goals	<input type="checkbox"/> thorough discussion action steps given for Not Started” or “In Progress” goals
	Not Rated: Resource requests specified as action steps. (III.4)	N/A	N/A	N/A

<b>Section IV: New Goals</b> (IV.1-IV.6)	New goals support College Strategic Goals. (IV.2-IV.3)	<input type="checkbox"/> no discussion of how new goal(s) advance(s) College Strategic Goals	<input type="checkbox"/> limited discussion of how new goal(s) advance(s) College Strategic Goals	<input type="checkbox"/> thorough discussion of how new goal(s) advance(s) College Strategic Goals
	New goals informed by assessment results (SLO/PLO), student achievement data, or other data/rationale provided. (IV.4)	<input type="checkbox"/> no discussion of how new goals are informed by data or other information; no rationale provided	<input type="checkbox"/> limited discussion of how new goals are informed by data or other information; limited rationale provided	<input type="checkbox"/> thorough discussion of how new goals are informed by data or other information; thorough rationale provided
	Action steps are discussed. (IV.5)	<input type="checkbox"/> no discussion of action steps	<input type="checkbox"/> limited discussion of action steps	<input type="checkbox"/> thorough discussion of action steps
	Not Rated: Resource requests specified as action steps. (IV.5)	N/A	N/A	N/A
	Discussion on how this goal will be evaluated. (IV.6)	<input type="checkbox"/> no discussion of how this goal will be evaluated	<input type="checkbox"/> limited discussion of how this goal will be evaluated	<input type="checkbox"/> thorough discussion of how this goal will be evaluated

<b>RESOURCE REQUESTS LINKED TO PROGRAM REVIEW GOALS</b>	Resource requests are linked to specific department/ discipline goals and action steps and include details on the expected impact on the program.	<input type="checkbox"/> no connection to department/discipline goal(s); no notation in action step(s)	N/A	<input type="checkbox"/> clear connection to department/discipline goal(s); notation in action step(s)
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