

# SPRING 2021

## PROGRAM REVIEW STEERING COMMITTEE

### Annual Update Evaluation Guide

### Student Services

### FINAL

Service Area:

Author(s):

PRSC Approved: 5/21/2020

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: SLO/SAO Outcome Assessment and Student Success</b> (II.1-II.4)	Discuss the access, success and/or other data that your service area used to inform its plans. (II.1)	<input type="checkbox"/> no discussion of data collected or used to inform plans	<input type="checkbox"/> limited discussion of data collected or used to inform plans	<input type="checkbox"/> thorough discussion of data collected or used to inform plans	
Section II: Student Access, Learning and Achievement (II.1-II.2)	Discuss plans to improve equitable student access and outcomes. (II.2)	<input type="checkbox"/> no discussion of plans to improve equitable student access and outcomes	<input type="checkbox"/> limited discussion of plans to improve equitable student access and outcomes	<input type="checkbox"/> thorough discussion of plans to improve equitable student access and outcomes	
Student II: Service Area Assessment (II.3-II.5)	SLOs/SAOs accurately reflect department's major priorities? (II.3)	<input type="checkbox"/> SLOs/SAOs are not an accurate reflection of department priorities	N/A	<input type="checkbox"/> SLOs/SAOs are an accurate reflection of department priorities	
	Course SLOs/SAOs assessment plan on file with SLOAC. (II.4)	<input type="checkbox"/> no course SLOs/SAOs assessment plan on file	N/A	<input type="checkbox"/> course SLOs/SAOs assessment plan on file	
	Analysis of SLO/SAO findings including any changes. (II.5)	<input type="checkbox"/> no analysis of SLO/SAO findings	<input type="checkbox"/> limited analysis of SLO/SAO findings	<input type="checkbox"/> thorough analysis of SLO/SAO findings	
<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 discussing 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
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<b>Section IV: New Goals</b> (IV.1-6)	New goals support College Strategic Goals. (IV.2,3)	<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-SAO/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 or action step(s)	<input type="checkbox"/> limited connection to department/discipline goal or action step(s)	<input type="checkbox"/> clear connection to department/discipline goal or action step(s)
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