

**Crafton Hills College  
Planning and Program Review Committee  
Document Evaluation Rubric**

**Annual Planning Form**

	<b>Meets Expectations</b>	<b>Does Not Meet Expectations</b>
<b>Each Question, 1-5</b>	<p>Answers all parts of the question completely with relevant information. Well-written answer conveys meaning clearly. Includes or refers to relevant evidence, concrete examples. Shows evidence of thoughtful consideration of the question and the issues relevant to it. Response indicates that the unit followed directions and suggestions on the Form and in the “Completing the Forms” section of the <i>Handbook</i>.</p>	<p>Answers incompletely or not at all, or includes irrelevant information. Meaning is unclear. Includes insufficient evidence and/or examples to support assertions. Shows insufficient evidence of thoughtful consideration.  Response indicates that the unit did not follow directions and suggestions on the Form and/or in the “Completing the Forms” section of the <i>Handbook</i>.</p>
<b>Question 6</b>	Declined to respond, or if present, adds to understanding of program.	Only if present, adds little or nothing to understanding of program.
<b>Overall</b>	<p>Responses indicate that the unit followed <i>Handbook</i> directions and suggestions with respect to the planning and program review process; for example:</p> <ul style="list-style-type: none"> <li>• Broad participation and consensus, documented on the Forms</li> <li>• Departmental discussions of significant issues</li> <li>• Adherence to the planning and program review schedule</li> </ul> <p>Overall, makes a persuasive case that the program is maintaining or increasing its strengths and addressing its weaknesses.</p>	<p>Responses indicate that the unit did not follow <i>Handbook</i> directions and suggestions with respect to the planning and program review process.  Overall, does not make a persuasive case that the program is maintaining or increasing its strengths and addressing its weaknesses.</p>

<b>Question</b>	<b>Meets Expectations</b>	<b>Does Not Meet Expectations</b>
1. Have there been any changes in your program over the past year that have had a significant impact on its goals and/or effectiveness? If so, please describe the changes and their impact.		
2. Please summarize the results of program effectiveness measures you have applied since your last program review.		
3. Based on these results, what conclusions have you drawn about your program’s progress since the last program review? Include as appropriate such areas as student performance, SLO/SAO cycle and results, curriculum, scheduling, alternative modes of delivery, outreach, partnerships, best practices, efficiency in using resources, group dynamics, strengths, weaknesses, innovations, etc.		
4. Please provide a status update on meeting the program goals and objectives identified in your last Three-Year Action Plan.		
5. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Enter the goals in priority order, with Goal 1 being most important, and assign an overall priority to each objective. You may create new goals and objectives, and/or you may carry over goals and objectives from last year in original or modified form. In addition, enter any resources required to achieve each objective.		
6. If there is anything else you would like the committee to take into consideration in evaluating your annual plan, please describe it.		
<b>Overall Assessment</b>		