

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

Program Review Form

	Meets Expectations	Does Not Meet Expectations
Each Question	<p>Answers all parts of the question completely with relevant information.</p> <p>Well-written answer conveys meaning clearly.</p> <p>Includes or refers to relevant evidence, concrete examples.</p> <p>Shows evidence of thoughtful consideration of the question and the issues relevant to it.</p> <p>Response indicates that the unit followed directions and suggestions on the Form and in the “Completing the Forms” section of the Handbook.</p>	<p>Answers incompletely or not at all, or includes irrelevant information. Meaning is unclear.</p> <p>Includes insufficient evidence and/or examples to support assertions.</p> <p>Shows insufficient evidence of thoughtful consideration.</p> <p>Response indicates that the unit did not follow directions and suggestions on the Form and/or in the “Completing the Forms” section of the Handbook.</p>
Overall	<p>Responses indicate that the unit followed Handbook directions and suggestions with respect to the planning and program review process; for example:</p> <ul style="list-style-type: none"> • Broad participation and consensus, documented on the Forms • Departmental discussions of significant issues • Adherence to the planning and program review schedule <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 Handbook directions and suggestions with respect to the planning and program review process.</p> <p>Overall, does not make a persuasive case that the program is maintaining or increasing its strengths and addressing its weaknesses.</p>

Questions	Meets Expectations	Does Not Meet Expectations
<p>1. <i>Assume the reader doesn't know anything about your program. Please describe your program, including the following:</i></p> <p>a. <i>Organization (including staffing and structure)</i></p> <p>b. <i>Mission, or primary purpose</i></p> <p>c. <i>Whom you serve (including demographics and representativeness of population served)</i></p> <p>d. <i>What kind of services you provide</i></p> <p>e. <i>How you provide them (including alternative modes and schedules of delivery: e.g.: online, hybrid, early morning, evening services)</i></p>		
<p>2. <i>What external factors have a significant impact on your program? Please include the following as appropriate:</i></p> <p>a. <i>Budgetary constraints or opportunities</i></p> <p>b. <i>Service area demographics</i></p> <p>c. <i>Requirements of four-year institutions</i></p> <p>d. <i>Requirements of prospective employers</i></p> <p>e. <i>Job market</i></p> <p>f. <i>Developments in the field (both current and future)</i></p> <p>g. <i>Competition from other institutions</i></p> <p>h. <i>Requirements imposed by regulations, policies, standards, and other mandates</i></p>		

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<p>3. <i>Progress on SLOs/SAOs</i></p> <p>a. <i>Please summarize the progress your unit has made on SLO/SAO measures you have applied since your last program review.</i></p> <p>b. <i>Please describe any improvements made by your unit as a result of the outcomes assessment process.</i></p> <p>c. <i>What is your plan for continuously completing the assessment cycle?</i></p>		
<p>4. <i>Please provide...</i></p> <p>a. <i>A list of any quantitative or qualitative measures you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, students serviced, Perkin's data, etc.)</i></p> <p>b. <i>A summary of the results of these measures</i></p> <p>c. <i>What did you learn from your evaluation of these measures, and what improvements have you implemented or do you plan to implement as a result of your analysis of these measures?</i></p>		
<p>5. <i>Please discuss your program's performance on each component of the applicable evaluation rubric (The rubric is available in Blackboard, the ORP Web Site, and in the PPR Handbook). If you have already discussed your programs performance on one or more these components then refer to that response here, rather than repeating it.</i></p> <p>a. <u>Instructional Program Health Evaluation Rubric</u></p> <p>b. <u>Noninstructional Program Effectiveness Evaluation Rubric</u></p>		
<p>6. <i>What is going well and why? What is not going well and why? In answering these questions, please include all the areas in the following list, along with any other areas you regard as significant. Please provide a brief analysis of how your unit is performing at serving students on each of the areas listed below.</i></p> <ul style="list-style-type: none"> o <i>Representativeness of population served</i> o <i>Alternative modes and schedules of delivery (e.g.: online, hybrid, early morning, evening services)</i> o <i>Partnerships (internal and external)</i> o <i>Implementation of best practices</i> o <i>Efficiency in operations</i> o <i>Efficiency in resource use</i> o <i>Staffing</i> o <i>Participation in shared governance (e.g., do unit members feel they participate effectively in planning and decision-making?)</i> o <i>Professional development and training</i> o <i>Group dynamics (e.g., how well do unit members work together?)</i> o <i>Innovation</i> o <i>Compliance with applicable mandates</i> 		
<p>7. <i>Tell us your vision: Where would you like your program to be three years from now?</i></p>		
<p>8. <i>Please provide an update on the unit's progress in meeting the goals and objectives identified in your last Three-Year Action Plan.</i></p>		
<p>9. <i>Reflect on your responses to all the previous questions. 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. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.</i></p>		

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Annual Planning Form

	Meets Expectations	Does Not Meet Expectations
Each Question	<p>Answers all parts of the question completely with relevant information.</p> <p>Well-written answer conveys meaning clearly.</p> <p>Includes or refers to relevant evidence, concrete examples.</p> <p>Shows evidence of thoughtful consideration of the question and the issues relevant to it.</p> <p>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.</p> <p>Includes insufficient evidence and/or examples to support assertions. Shows insufficient evidence of thoughtful consideration.</p> <p>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>
Question 6	If present, adds to understanding of program.	If present, adds little or nothing to understanding of program.
Overall	<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"> • Broad participation and consensus, documented on the Forms • Departmental discussions of significant issues • Adherence to the planning and program review schedule <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.</p> <p>Overall, does not make a persuasive case that the program is maintaining or increasing its strengths and addressing its weaknesses.</p>

Questions	Meets Expectations	Does Not Meet Expectations
1. <i>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 (Please refer to questions 1 and 2 in your most recent program review).</i>		
2. <i>Please summarize the progress your program has made on SLO/SAO measures you have applied since your last program review and any improvements made by your program as a result of the outcomes assessment process (Please refer to questions 3 and 4 in your most recent program review). In addition, please describe your plan for assessing the SLOs/SAOs you have not assessed at this time.</i>		
3. <i>Pick the question that applies to you: a. Instructional or b. Non-instructional</i> a. <i>Instructional: After reviewing the annual data provided by the Office of Research and Planning (ORP), are you on target to meet the goals that you set in questions 5.a.iv – 5.a.viii (completion, success, full-time/part-time faculty ratio, WSCH/FTEF ratio, and fill rate) in your most recent program review? If you did not set targets in your prior plan please include them in this annual plan.</i> b. <i>Non-Instructional: Are you on target to meet the goals that you set in questions 5.b.ii. – 5.b.iii for non-instructional programs (Additional Program Effectiveness Measures and Program Effectiveness Criteria) in your most recent program review? If you did not set targets in your prior plan please include them in this annual plan.</i>		

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4. <i>Please provide a status update on meeting the program goals and objectives identified in your last program review (Please refer to question 9 in your most recent program review).</i>		
5. <i>Revise and update as needed 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. (Please refer to question 9 in your most recent program review)</i>		
6. <i>If there is anything else you would like the committee to take into consideration in evaluating your annual plan, please describe it.</i>		