Crafton Hills College
Planning and Program Review Committee
Document Evaluation Rubric

Program Review Form

	Meets Expectations	Does Not Meet Expectations
Each Question	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 *Handbook*.	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 *Handbook*.
Overall	Responses indicate that the unit followed *Handbook* directions and suggestions with respect to the planning and program review process; for example: • Broad participation and consensus, documented on the Forms • Departmental discussions of significant issues • Adherence to the planning and program review schedule Overall, makes a persuasive case that the program is maintaining or increasing its strengths and addressing its weaknesses.	Responses indicate that the unit did not follow *Handbook* 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.

Question	Meets Expectations	Does Not Meet Expectations
1. Assume the reader doesn't know anything about your program. Please describe your program including organizational chart/structure, your mission (purpose), who you serve, what kind of services you provide, and why these services are valuable, especially to students or other recipients.		
2. How does your program define effectiveness, and what measures have you chosen to gauge it?		
3. Please summarize the results of the measures you have applied.		
4. Reflect on those results and tell us what they mean for your program.		

5. In answering both the following questions, please 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.
  a. What is going well and why?
  b. What is not going well and why?		

6. What feedback did you receive from your last Program Review? How did you respond to it?		
7. Tell us where you would like your program to be three years from now (vision)?		
8. Reflect on your responses to all the previous questions. Complete the Three Year Action Plan worksheet, entering in priority order the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. In addition, enter any resources required to achieve each objective.		
9. How do your vision and goals contribute to the college's mission?		

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Annual Planning Form

	Meets Expectations	Does Not Meet Expectations
Each Question	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 *Handbook*.	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 *Handbook*.
Question 6	If present, adds to understanding of program.	If present, adds little or nothing to understanding of program.
Overall	Responses indicate that the unit followed *Handbook* directions and suggestions with respect to the planning and program review process; for example: • Broad participation and consensus, documented on the Forms • Departmental discussions of significant issues • Adherence to the planning and program review schedule Overall, makes a persuasive case that the program is maintaining or increasing its strengths and addressing its weaknesses.	Responses indicate that the unit did not follow *Handbook* 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.

Question	Meets Expectations	Does Not Meet Expectations
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 program goals and objectives.		
5. On the Three Year Action Plan worksheet please enter in updated priority order, the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. 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.		