

2019-2020 Comprehensive Program Review Rubric (Instruction)

	Exemplary	Satisfactory	Developing
Program Overview	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> Program has achieved at least one of its goals backed by clear evidence of achievement. 	<ul style="list-style-type: none"> Program has a well-developed mission statement that aligns with the mission of the College and PCCD. Program has well-developed goals that align somewhat with College's strategic goals and PCCD goals. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> The program has a mission statement, but it is not in alignment, or vaguely aligns, with the mission of the College and PCCD. Goals need alignment.
Career Education (CE/CTE Only)	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> Program has taken steps to adapt to labor market demands. Advisory board is active, meets often, and provides substantive input that has led to program improvement. Regional collaboration as well as interaction with entities such as other colleges and providers is evident. Program has <i>two or more</i> sources of grant funding. 	<ul style="list-style-type: none"> Job placement data indicates employment opportunities for completers. (Be lenient here. 2017-18 data not available in Launchboard; data for 2016-17 not available for some programs.) Data includes job opening numbers that make it viable and sustainable. Advisory Board contributes in mandatory fashion but could do so more frequently and with more tangible outcomes. Program meets set standard passing rate for required national, state, or third-party licensing/certification (see list of required licenses). Program demonstrates collaboration with deputy sector navigator. List of programs in surrounding areas is comprehensive. Program has at least <i>one</i> source of grant funding with goals clearly stated. Impact and purchases made using Strong Workforce funds are clearly described. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> Advisory Board does not meet regularly; few outcomes emerge. Program does not have any grants. There is minimal understanding of programs in the region.

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Enrollment Trends	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> Program has demonstrated that they have taken action to better meet scheduling needs and demands. 	<ul style="list-style-type: none"> Analysis of enrollment trends is detailed and substantive. There is a demonstrated a clear plan to meet scheduling needs and demands. Teaching strategies and use of technology are thoroughly discussed. There is a clear strategy for maintaining integrity and consistency of academic standards for distance education courses that is consistent with Laney DE standards. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> Analysis of enrollment trends, teaching strategies, or technology could be more thorough. There is no clear plan to meet scheduling needs and demands. Department does not have clear strategy to maintain consistency of academic standards for DE courses.
Curriculum	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> Department has a history of keeping curriculum up to date at the course and program level. All/most curriculum is currently up to date. All CPR curriculum questions were thoroughly addressed. Department clearly has a strong sense of what is necessary to be successful with curriculum. 	<ul style="list-style-type: none"> Department has submitted a reasonable multi-year plan to update curriculum. Department has most of the curriculum updated. All CPR curriculum questions were addressed. Department has a sense of what is necessary to be successful in curriculum. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> Department is working towards completing an update plan. Department needs to finalize an update plan. Department needs to address one or more of the questions in the curriculum section of CPR.

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Assessment	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> • Department has a history of completing assessment at the course and program level, and follows through on action plans and associated curriculum changes. • All/most current programs assessed. • Department has identified faculty leads to ensure continued assessment progress. 	<ul style="list-style-type: none"> • The program has a reasonable, multi-year assessment plan that identifies when each outcome will be assessed. • Department has completed some course level assessment and has made significant progress toward program assessment. • Some current programs assessed. Department has identified faculty leads to ensure continued assessment progress. • All CPR assessment questions thoroughly addressed. • Department clearly has a strong sense of what is necessary to be successful with assessment. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> • Department is working toward completing an assessment plan that will result in future progress. • Department has completed no or little assessment on the course and/or program level. • Department needs to identify faculty leads to ensure assessment progress. • Department needs to more thoroughly address one or more of the questions in the assessment section of CPR.
Course Completion	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> • Program has demonstrated improvement in course completion over the last three years. • Program has taken action to improve course completion for disproportionately impacted groups. 	<ul style="list-style-type: none"> • Observations and analysis of course completion (overall and disaggregated) and retention trends are thorough and complete. • Program has a clear plan to improve course completion for disproportionately impacted groups. • Program has a clear plan to improve overall course completion and retention. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> • Analysis of course completion and retention trends could be more thorough. • Program does not provide a clear plan to address course completion for disproportionately impacted groups. • Program does not provide a clear plan to address overall course completion and retention.

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Degrees & Certificates	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> • Program has taken clear action to increase the number of degrees and certificate completions over the last three years. 	<ul style="list-style-type: none"> • All answers are thorough and complete. • Program took some steps to increase degrees and certificate completions. • Program has a clear plan to increase the number of degree and certificate completions. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> • Program has not taken any steps to increase degrees and certificate completions. • Program has no plan, or a limited plan, to increase the number of degrees and certificate completions.
Engagement	<p><i>Meets satisfactory requirements, plus:</i></p> <ul style="list-style-type: none"> • Program demonstrates effective part-time faculty involvement. • Program demonstrates effective involvement of classified professionals (if applicable) 	<ul style="list-style-type: none"> • Program engages in a variety of institutional and community activities and efforts. • There is evidence of effort to include part-time faculty in training, discussions, and decision-making. 	<p><i>Does not meet satisfactory requirements. Reasons may include:</i></p> <ul style="list-style-type: none"> • Program demonstrates limited engagement in institutional and community activities. • There is limited effort to include part-time faculty in training, discussions, and decision-making.