2023–2024 Comprehensive Program Review (CPR)
Rubric - **Instruction**

Section	Exemplary	Satisfactory	Developing
Program Overview	*Meets satisfactory requirements, plus:* • Program has achieved at least one of its goals backed by clear evidence of achievement.	• Program has a well-developed mission statement that aligns with the mission of the College. • Program has well-developed goals that align partially with College's strategic goals.	*Does not meet satisfactory requirements. Reasons may include:* • The program has a mission statement, but it is not in alignment, or vaguely aligns, with the mission of the College. • Goals need alignment to the College's goals.
Career Education (CE/CTE Only)	*Meets satisfactory requirements, plus:* • 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.	• Job placement data (if available) indicates employment opportunities for completers. • 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. • Impact and purchases made using grant funds are clearly described. • Regional collaboration is evident.	*Does not meet satisfactory requirements. Reasons may include:* • Advisory Board does not meet regularly; few outcomes emerge. • There is minimal understanding of programs in the region.

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Enrollment Trends	*Meets satisfactory requirements, plus:* • Analysis of enrollment trends includes detailed and substantive discussion of enrollment numbers, FTES and productivity as well as possible contributing factors. • There is a clear, detailed strategy for maintaining integrity and consistency of academic standards for distance education courses that is consistent with Laney DE standards.	• Analysis of enrollment trends includes discussion of enrollment numbers, FTES and productivity as well as possible contributing factors. • Teaching strategies and use of technology are thoroughly discussed. • Program touches on strategy for maintaining integrity and consistency of academic standards for distance education courses that is consistent with Laney DE standards.	*Does not meet satisfactory requirements. Reasons may include:* • Analysis of enrollment trends, teaching strategies, or technology could be more thorough. • Department does not have strategy to maintain consistency of academic standards for DE courses.
Curriculum	*Meets satisfactory requirements, plus:* • Department has all curriculum in compliance (identified by May Report). • Plans for curriculum development/updates are detailed and well articulated.	• Department has most of their curriculum in compliance (identified by May report) or has developed a reasonable multi-year plan to update. • All CPR curriculum questions were addressed.	*Does not meet satisfactory requirements. Reasons may include:* • Department is working towards completing updates on curriculum. • Department did not address one or more curriculum questions

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Assessment	*Meets satisfactory requirements, plus:* • Planning reflects department level best practices • Majority of current programs have been assessed and published on LAC webpage. • Department has identified faculty leads to ensure continued assessment progress. • LAC spot-checking of department assessments indicates the elements of best practices for individual assessments are being followed, and this is reflected in the answers to CPR questions • With all the above factors considered, the department is expected to move forward with assessment in a sustainable way	• The program has a reasonable, multi-year assessment plan that identifies when each outcome will be assessed. • Planning reflects at least some department level best practices • 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 and substantively addressed. • LAC spot-checking of department assessments indicates at least some of the elements of best practices for individual assessments are being followed, and this is reflected in the answers to CPR questions • With all the above factors considered, the department is at least close to moving forward with assessment in a sustainable way	*Does not meet satisfactory requirements. Reasons may include:* • 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	*Meets satisfactory requirements, plus:* • Program has demonstrated improvement in course completion over the last three years. • Program has taken action to improve course completion for disproportionately impacted groups.	• 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 rates overall and for disproportionately impacted groups. • Analysis of distance education completion rates includes thorough discussion of differences between modes of instruction.	*Does not meet satisfactory requirements. Reasons may include:* • 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	*Meets satisfactory requirements, plus:* • Program has taken clear action to increase the number of degrees and certificate completions over the last three years.	• Analysis of degree and certificate numbers includes discussion of trends and possible contributing factors. • Program took some steps to increase degrees and certificate completions. • Program has a clear plan to increase the number of degree and certificate completions.	*Does not meet satisfactory requirements. Reasons may include:* • 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	*Meets satisfactory requirements, plus:* • Program demonstrates effective involvement of all faculty and classified professionals within the program.	• Program engages in a variety of institutional and community activities and efforts. • There is evidence of effort to include all faculty and classified professionals within the program in training, discussions, and decision-making.	*Does not meet satisfactory requirements. Reasons may include:* • Program demonstrates limited or no engagement in institutional and community activities. • There is limited effort to include all faculty and classified professionals within the program in training, discussions, and decision-making.

Minimum Criteria for Validation (information will be forwarded for resource prioritization)

Instructional Programs:

1. Must have goals
2. Curriculum and Assessment sections must meet a minimum satisfactory score
3. Must show evidence of effort to include all faculty and classified professionals within the program in training, discussions, and decision-making (Engagement)
4. Must substantively and thoughtfully answer all questions

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