### Program Review Assessment Rubric

<table>
<thead>
<tr>
<th>Program review section</th>
<th>Institutional Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Does not meet**      | • No mission statement included or statement does not describe program  
                        | • Description is missing or incomplete  
                        | • Permanent program members are missing  
                        | **Meets**      | • Mission Statement accurately describes the program in question  
                        | • Description is complete  
                        | • Program members are listed (all permanent)  
                        | **Exceeds** | • Mission Statement is well written and is linked to the college mission statement  
                        | • Description is complete  
                        | • All program members (including part time members) are listed  
                        | • URL is up to date  
                        |
| **2009/2010**          |                           |
| **Does not meet**      | • Status updates are in some cases missing  
                        | • Reasons for progress are either missing or not described clearly  
                        | • Program improvements corresponding to completed objectives are omitted  
                        | **Meets**      | • Each objective’s status is updated with reasons for progress given  
                        | • Program improvements (if applicable) are listed  
                        | **Exceeds** | • Each objective’s status is updated with valid reasons for progress  
                        | • Program improvements (if applicable) are supported by evidence and connect to student learning and success or support of college services  
                        |
| **2010/2011**          |                           |
| **Does not meet**      | • Status updates are in some cases missing  
                        | • Reasons for progress are either missing not described clearly  
                        | • Program improvements corresponding to completed objectives are omitted  
                        | **Meets**      | • Each objective’s status is updated with reasons for progress given  
                        | • Program improvements (if applicable) are listed  
                        | **Exceeds** | • Each objective’s status is updated with valid reasons for progress  
                        | • Program improvements (if applicable) are supported by evidence and connect to student learning and success or support of college services  
<pre><code>                    |
</code></pre>
<table>
<thead>
<tr>
<th>2011/2012</th>
<th>Objectives</th>
<th>Rationale</th>
<th>Activities</th>
</tr>
</thead>
</table>
| **Objectives** | - Objectives are either missing, unclear, unattainable, or impossible to measure  
- There are clear areas of program need that are not being addressed by any objectives  
- The timeline is missing or unreasonable  
- There are far too few objectives for the needs and size of the unit/program | - Objectives are clear, specific, attainable, benchmarked (if applicable) and measurable  
- The timeline for completion is reasonable  
- The number of objectives is appropriate to the needs and size of the unit/program | - Objectives are either missing or unclear  
- Objectives do not directly tie to the mission of the program/unit and of the college  
- There is an insufficient amount of analysis of program/unit needs and rationale is not evidence based |
| 2011/2012 | Rationale | Objectives | Activities |
| **Rationale** | - Rationale is either missing, or unclear  
- Objectives do not directly tie to the mission of the program/unit and of the college  
- There is an insufficient amount of analysis of program/unit needs and rationale is not evidence based | - Objectives are tied to the mission of the program/unit and of the college  
- Analysis of program/unit needs is clearly communicated  
- Desired program improvements are identified | - Objectives are clearly related to the mission of the program/unit and of the college  
- Rationale is based upon cited evidence and analysis of program/unit needs  
- Desired program improvements are clearly identified |
| 2011/2012 | Activities | Objectives | Activities |
| **Activities** | - Activities are either missing or do not directly support the corresponding objective  
- Timeframe for completion is not well defined or unreasonable  
- Resources needed are either not clearly described or do not directly support the completion of the objective | - Activities listed relate to the corresponding objective  
- A timeframe for completion of activities is given  
- Resources needed for the activities are described | - Activities listed directly relate to the corresponding objective  
- The timeframe given for the completion of the activities is appropriate  
- The members of the unit/program are comprehensively represented in their involvement  
- Resources needed for the activities are clearly identified |