

College of San Mateo
Program Review Assessment Rubric

Program Review Section	Institutional Expectations	
	Does Not Meet	Meets
Program Description & Mission Statement	Mission Statement inaccurately describes program or is insufficiently linked to the college mission.	Mission Statement accurately describes the program and is linked to the college mission statement
Results of Previous Program Review	A cycle of assessment is incomplete or insufficiently documented.	A full cycle of assessment is clearly ongoing and the program makes decisions based on assessments Note: For instructional programs the above applies to both course and program levels.
Assessment & Program Analysis and Trends <ul style="list-style-type: none"> • Changes in Program • Data Review • Program Strengths • Areas of Improvement & achievement gaps 	Evidence not cited or analysis unclear	The program has reviewed trend data and honestly assessed program strengths and weaknesses. Conclusions drawn are clear and evidence-based and reflect an in depth discussion within the program with specific examples cited.
Planning & Goal Setting	No goals set or goals are not based on evidence	Goals are clearly related to the mission of the program and of the college. Goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. Goals are linked to concerns identified in previous sections.
Staffing	Staffing level is not listed or is inaccurate or incomplete	Requests for new or replacement positions are based on evidence and analysis provided in other sections.
Resource Request <ul style="list-style-type: none"> • Equipment & Technology • Facilities • Other 		Requests for resources are based on evidence and analysis provided in other sections.
Budget	Budget information not provided or inaccurate	Budget requests will further the program and college mission and are based on evidence and analysis in other sections