

**College of San Mateo**  
**Program Review Assessment Rubric**  
**Learning Centers**

Program Name:

Program Review Section	Institutional Expectations	
	Does Not Meet	Meets
<b>Center Description &amp; Mission Statement</b>	Program description inaccurately describes program or is insufficiently linked to the college mission.	Program description accurately describes the program and is linked to the college mission statement
<b>Results of Previous Program Review</b> <ul style="list-style-type: none"> <li>• Results of previous plan</li> <li>• Changes in Program</li> <li>• Student Success/Equity</li> <li>• Update on long term plans</li> </ul>	Results of previous plan is incomplete or insufficiently documented, no information on how success/equity gaps were addressed, or no long-range plans provided.	Results of previous plan include changes implemented and how success/equity gaps were addressed. Update on long-range plans was provided.
<b>Assessment &amp; Program Analysis and Trends</b> <ul style="list-style-type: none"> <li>• Data Review</li> <li>• Identify and address opportunity gaps</li> <li>• Program efficiency</li> <li>• Reflects full cycle of assessment</li> </ul>	Evidence not cited or analysis unclear. No clear conclusions are drawn and/or efforts to close opportunity gaps are not addressed. Usage and efficiency results are not used to inform program development.	The center has reviewed usage trend data and center efficiency indicators and honestly assessed its strengths and weaknesses. Conclusions drawn are clear and evidence-based and reflect an in depth discussion within the center with specific examples cited. Efforts to close opportunity gaps are addressed and usage/efficiency data inform center development and a full-cycle of assessment is evident.
<b>Planning &amp; Goal Setting</b> <ul style="list-style-type: none"> <li>• Actions, outcomes and timelines of goals</li> <li>• Student success and equity</li> <li>• Professional development</li> </ul>	No goals set or goals are not based on evidence, or goals do not align with the College Mission.	Goals are clearly related to the mission of the center 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.
<b>Staffing</b>	No evidence or analysis is provided to justify staffing requests.	Requests for new or replacement positions are based on evidence and analysis provided in other sections.
<b>Resource Request</b> <ul style="list-style-type: none"> <li>• Equipment &amp; Technology</li> <li>• Facilities</li> <li>• Other</li> </ul>	No evidence or analysis is provided to justify resource requests.	Requests for resources are based on evidence and analysis provided in other sections.

**Summarize the key program issues/strengths that matter most?**