

Institutional Planning Committee, Program Review Feedback Rubric, Spring 2015

LEARNING SUPPORT CENTERS

Program review forms for Instruction, Learning Support Centers, and Student Services have numerous components. We need to ensure that the faculty/staff have responded to all sections of the program review.

In reviewing those program reviews assigned to you:

1. Indicate by a “yes” or “no” if the response adequately addresses the question asked and provide comments if necessary, including any commendations or recommendations. If you indicate “no”, please provide information as to why the response is incomplete/ not sufficient. This will help when the IPC co-chairs provide feedback to the department faculty/staff.

Name of program and department contact: _____

Section I: Description of Center

Provide a brief description of the program and how it supports the college’s Mission and Diversity Statements, Institutional Priorities, 2013/14-2015/16, 5 in 5 College Strategies, Spring, 2011, and other institutional planning documents as appropriate. Does this response adequately address what is asked? Yes No

Comments:

Section 2: Student Learning and Center Data

Section 2.A: Discuss Student Learning Outcomes Assessment

(In order to meet accreditation requirements, this section has been revised and enhanced since the last program review. Please review carefully for completeness and demonstration that assessment at the course and program level has taken place and informed future direction of the center.)

2A: Reflect on recent SLO assessment results for the program and any courses offered by the program.

Does the response address what is required in this section? Yes No

Comments:

2B Center Usage Indicators

2.B.1 Review center usage and discuss any differences across demographic variables. Refer to Planning, Research and Institutional Effectiveness (PRIE) reports, SARS records, and other data sources as appropriate.

Does the response address the question(s) and what is required in this section? Yes No
Comments:

2.B.2 Discuss any differences in student usage of center across modes of delivery. If applicable, refer to Delivery Mode Course Comparison.

Does the response address the question(s) and what is required in this section? Yes No
Comments:

2.C. Center Efficiency. Is the center efficient in meeting student needs. Discuss center efficiency including staffing, hours of operation, tutorial and other services, space utilization, equipment, or technology as appropriate.

Does the response address the question(s) and what is required in this section? Yes No
Comments:

Section 3: Additional Factors

Discuss additional factors as applicable that impact the center, including changes in student populations, state-wide initiatives, transfer requirements, advisory committee recommendations, community needs. See Institutional Research as needed.

If applicable, does the response address this section? Yes No
Comments:

Section 4: Planning

Section 4A: Results of Plans and Actions

Describe results, including measureable outcomes, from plans and actions in recent program reviews.

Does the response address what is required in this section? Yes No

Comments:

Section 4B: Center Vision

What is the center’s vision for sustaining and improving student learning and success over the next three years? Make connections to the College Mission and Diversity Statements, Institutional Priorities, 2013/14-2015/16, and other institutional planning documents as appropriate. Address discussion in Section II. Student Learning and Program Data: SLO assessment results and trends in student usage indicators.

Does the response address what is required in this section? Yes No

Comments:

4B.1. To guide future faculty and staff development initiatives, describe the professional enrichments activities that would be most effective in carrying out the program’s vision to improve student learning and success.

Does the response address what is required in this section? Yes No

Comments:

4B.2 To guide future collaboration across student services, learning support centers, and instruction programs, describe the interactions that would help the program to improve student success.

Does the response address what is required in this section? Yes No
Comments:

4B.3 To guide the Institutional Planning Committee (IPC) in long-range planning, identify any major changes in resource needs anticipated in the next three years.

Does the response address what is required in this section? Yes No
Comments:

Are there any faculty requests? Yes No
Are there any equipment and technology requests? Yes No
Are there any classified staff requests? Yes No
Are there any student assistant requests? Yes No
Are there any facilities requests? Yes No

Comments:

Section 4C: Program Plans and Actions to Improve Student Success

Prioritize the plans to be carried out next year to sustain and improve student success. Briefly discuss each plan and how it supports the Institutional Priorities, 2013/14-2015/16. For each plan, list actions and measurable outcomes.

Does the response address what is required in this section? Yes No
Comments:

Section 5: Resource Requests

If requested, does the response address what is required in this section? Yes No
Comments:

Section 6: Program Maintenance

Does the response address what is required in this section? Yes No
Comments:

Please rate the overall completeness and quality of the program review:

Excellent Good Fair Recommend Resubmission (comment on back)

If recommending resubmission, please note specific areas in need of revision and provide any suggestions that might be helpful to the department.

Comments:

Short Summary Paragraph: (General Observations about the Program Review)

IPC Reviewers

1. Name:	Signature:	Date:
2. Name:	Signature:	Date:
3. Name:	Signature:	Date:

