

FOOTHILL COLLEGE

COMPREHENSIVE INSTRUCTIONAL PROGRAM REVIEW
EVALUATION RUBRIC

Program Name: Spanish

Date Reviewed 2-27-14

PROGRAM MISSION

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
<p>PROGRAM MISSION Clear and concise statement that outlines the principles that guide the work of the program, its programs goals/objectives, stakeholders and how it connects to the College's overarching mission.</p>	<p><input checked="" type="checkbox"/> Clear & concise <input checked="" type="checkbox"/> Specific to the program; who it serves and what it does that separates it from other departments/programs <input checked="" type="checkbox"/> Addresses the larger impact of the program <input checked="" type="checkbox"/> Identifies stakeholders <input checked="" type="checkbox"/> Aligned with College mission statement</p>	<p><input type="checkbox"/> States the program's purpose and who it serves <input type="checkbox"/> Limited scope & reach <input type="checkbox"/> Does not align with College mission statement</p>	<p><input type="checkbox"/> No Mission Statement submitted</p>	<p>Green: Suggestion to add word "Spanish" to mission</p>

SECTION 1: DATA & TREND ANALYSIS

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
DATA COLLECTION (A-C)	<input checked="" type="checkbox"/> Presents data provided by I & IR OR <input type="checkbox"/> Cites other data source	<input type="checkbox"/> Does not present data provided by I & IR OR <input checked="" type="checkbox"/> Does not cite other data sources	Green

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
ANALYSIS (D) Enrollment Trends (E) Student Demographics (F) Productivity (G) Course Offerings (H, I) Curriculum and SLOs (J) Innovation	<input checked="" type="checkbox"/> Clear and organized (esp. to those outside program) <input type="checkbox"/> Analyze previous year's data to past trends, as appropriate. <input checked="" type="checkbox"/> Discussion regarding action plans/strategies that result from data analysis, as appropriate.	<input type="checkbox"/> Contains irrelevant or unclear information. <input checked="" type="checkbox"/> Portions of analysis are incomplete, limited discussion of action plans/strategies.	<input type="checkbox"/> Does not provide analysis or discussion of action plans/strategies.	Yellow: Noteworthy, innovative courses proposed. Did not include all available data. No mention of possibility of load not being met and having faculty teach at Foothill and De Anza (see section 9, Dean's comments.

SECTION 2: STUDENT EQUITY AND INSTITUTIONAL STANDARDS

	MEETS CRITERIA	DOES NOT MEET CRITERIA	Comments
(A) COURSE COMPLETION (B) DEGREE COMPLETION (C) CERTIFICATE COMPLETION (D) TRANSFER TO FOUR YEAR COLLEGES/ UNIVERSITIES	<input checked="" type="checkbox"/> Analysis considers how these indicators compare at your program level and at the college level <input checked="" type="checkbox"/> Analysis includes discussion of any differences by student demographics	<input type="checkbox"/> Analysis does not consider how these indicators compare at your program level and at the college level <input type="checkbox"/> Analysis does not include discussion of any differences by student demographics	Green

SECTION 3: CORE MISSION & SUPPORT

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(A) BASIC SKILLS	<input checked="" type="checkbox"/> Analysis includes course completion data and factors that affect trends <input checked="" type="checkbox"/> Includes plan to address issues identified in analysis	<input type="checkbox"/> Analysis includes course completion data only <input type="checkbox"/> Plan to address issues identified is limited	<input type="checkbox"/> Analysis does not include course completion data and/or factors that affect trends <input type="checkbox"/> Does not include plans to address issues identified in analysis	Green

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(B) TRANSFER	<input type="checkbox"/> Discussion of strategies or initiatives to improve transfer rates <input type="checkbox"/> Addresses any transfer related issues, including articulation	<input type="checkbox"/> Discussion includes transfer data but analysis is limited <input type="checkbox"/> Addresses any transfer related issues, including articulation but is limited	<input checked="" type="checkbox"/> No discussion or analysis of transfer data <input checked="" type="checkbox"/> Does not address any transfer related issues, including articulation	Red: Discrepancy with mention of transfer in other sections, needs to be addressed in future cycles.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(C) WORKFORCE	<input type="checkbox"/> Discussion & analysis of labor market data, including current demand, placement & wage data for Foothill program and regional program <input type="checkbox"/> Documentation of advisory board meetings and community outreach efforts <input type="checkbox"/> Discussion of accreditation process and any outcome assessment efforts, if applicable	<input type="checkbox"/> Limited discussion & analysis of labor market data, including current demand, placement & wage data for Foothill program and regional program <input type="checkbox"/> Incomplete documentation of advisory board meetings and community outreach efforts <input type="checkbox"/> Limited discussion of accreditation process and any outcome assessment efforts, if applicable	<input type="checkbox"/> No discussion & analysis of labor market data, including current demand, placement & wage data for Foothill program and regional program <input type="checkbox"/> No documentation of advisory board meetings and community outreach efforts <input type="checkbox"/> No discussion of accreditation process and any outcome assessment efforts, when applicable	NA: Upcoming proposed course will need to be addressed here.

SECTION 4: LEARNING OUTCOMES ASSESSMENT

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
COURSE LEVEL	<input checked="" type="checkbox"/> Four Column report for CL-SLO Assessment from TracDat attached	<input type="checkbox"/> Four Column report for CL-SLO Assessment from TracDat <u>not</u> attached	Green
PROGRAM LEVEL	<input checked="" type="checkbox"/> Four Column report for PL-SLO Assessment from TracDat attached	<input type="checkbox"/> Four Column report for PL-SLO Assessment from TracDat <u>not</u> attached	

SECTION 5: SLO ASSESSMENT & REFLECTION

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
<p>SLO Assessment & Reflection</p>	<p><input checked="" type="checkbox"/> Discussion regarding section prompts are student focused</p> <p><input checked="" type="checkbox"/> Discussion of whether CL-SLO and PL-SLO assessments have led to any changes, including trends</p> <p><input checked="" type="checkbox"/> Discussion of how CL-SLOs are related to PL-SLOs, and to the college mission</p> <p><input checked="" type="checkbox"/> Demonstration of dialogue in your program that shape/evaluate PL-SLOs</p>	<p><input type="checkbox"/> Discussion regarding section prompts are somewhat student focused</p> <p><input type="checkbox"/> Limited discussion of whether CL-SLO and PL-SLO assessments have led to any changes, including trends</p> <p><input type="checkbox"/> Limited discussion of how CL-SLOs are related to PL-SLOs, and to the college mission.</p> <p><input type="checkbox"/> Limited demonstration of dialogue in your program that shape/evaluate PL-SLOs</p>	<p><input type="checkbox"/> Discussion regarding section prompts are not student focused</p> <p><input type="checkbox"/> No discussion of whether CL-SLO and PL-SLO assessments have led to any changes, including trends.</p> <p><input type="checkbox"/> No discussion of how CL-SLOs are related to PL-SLOs, and to the college mission</p> <p><input type="checkbox"/> No demonstration of dialogue in your program that shape/evaluate PL-SLOs</p>	<p>Green</p>

SECTION 6: PROGRAM GOALS AND RATIONALE

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Goals and Rationale	<input checked="" type="checkbox"/> Previous year goals include status update <input checked="" type="checkbox"/> New goals are tied to college initiatives, such as improved student success <input checked="" type="checkbox"/> Discussion of how progress toward new program goals will be measurable	<input type="checkbox"/> Previous year goals do not include status update <input type="checkbox"/> New goals are not tied to college initiatives, such as improved student success <input type="checkbox"/> No discussion of how progress toward new program goals will be measurable	Green: Goals need to be an action statement, specifically stated. Ex: "creative writing" as a goal needs explanation.

SECTION 7: PROGRAM RESOURCES AND SUPPORT

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Resources & Support	<input type="checkbox"/> All Program resource needs/requests are tied to a related goal in section 6 and explains how the resource request supports the aforementioned goal <input type="checkbox"/> Evaluation of resources needs/requests over past three-year cycle (especially if requests have been granted) in increasing student success and student equity.	<input type="checkbox"/> Program resource needs/requests are not tied to a related goal in section 6. <input type="checkbox"/> No evaluation of resources needs/requests over past three-year cycle (especially if requests have been granted) in increasing student success and student equity.	None included: Potentially missing resource requests...? i.e goal #3 needing teacher training

SECTION 8: PROGRAM REVIEW SUMMARY

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Review Summary	<input checked="" type="checkbox"/> Current program review addresses concerns or recommendations that were made in prior year program review cycle	<input type="checkbox"/> Current program review does not address concerns or recommendations that were made in prior year program review cycle	Green: Use position titles rather than individual names.

SECTION 9: FEEDBACK AND FOLLOW UP

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Review Summary	<input checked="" type="checkbox"/> Dean and VP commented on Program Review <input type="checkbox"/> Dean and VP feedback agree with the discussion and analysis provided by the program	<input type="checkbox"/> Dean and VP did not comment on Program Review <input checked="" type="checkbox"/> Dean and VP feedback does not agree with the discussion and analysis provided by the program	Red: PRC is concerned about the discrepancy in enrollment trends that was highlighted by Dean & VP. Program review did not analyze all the available data.

REVIEWER NOTES, IF ANY: Yellow: Recommend out of cycle review even though Dean & VP recommended otherwise due to concern about having to fill load at De Anza – issue of course demand. Next cycle should focus on this concern as well as serving the transfer function.