FOOTHILL COLLEGE

COMPREHENSIVE STUDENT SERVICES PROGRAM REVIEW
EVALUATION RUBRIC

Program Name: Student Activities   Date Reviewed 3-24-14

PROGRAM MISSION

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
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.	☒Clear & concise ☒Specific to the program; who it serves and what is does that separates it from other departments/programs ☒Addresses the larger impact of the program ☒Identifies stakeholders ☒Aligned with College mission statement	☐States the program's purpose and who it serves ☐Limited scope & reach ☐Does not align with College mission statement	☐No Mission Statement submitted	Green

SECTION 1: DATA & TREND ANALYSIS

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
DATA COLLECTION (A-C)	☐Presents data provided by CCC Apply, Ask Foothill, SARS, Credentials OR ☒Cites other data source	☐Does not present data provided by CCC Apply, Ask Foothill, SARS, Credentials OR ☐Does not cite other data sources	Green: Should have formal method of data collection

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
ANALYSIS (D) **Enrollment Served** (E) **Student Demographics** (F) **Staffing Structure**	☐Clear and organized (esp. to those outside program) ☐Analyze previous year's data to past trends, as appropriate. ☐Discussion regarding action plans/strategies that result from data analysis, as appropriate.	☒Contains irrelevant or unclear information. ☒Portions of analysis are incomplete, limited discussion of action plans/strategies.	☐Does not provide analysis or discussion of action plans/strategies.	Yellow: Demographic analysis does not match data provided. Some examples would be helpful- so if participation surpasses college demographic data, how so? And in what activities/events? All?

SECTION 2: CORE MISSION SUPPORT AND STUDENT EQUITY

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(A) **BASIC SKILLS**	☐ Discussion of strategies or initiatives to support basic skills students; supported by data ☐ Includes plan to address issues identified in analysis	☒ Limited discussion of strategies or initiatives to support basic skills students; no data provided ☐ Plan to address issues identified is limited	☐ No discussion of strategies or initiatives to support basic skills students; no data provided ☐ Does not include plans to address issues identified in analysis	Green

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(B) **TRANSFER**	☐ Discussion of strategies or initiatives to improve transfer rates; supported by data ☐ Addresses any transfer related issues	☒ Limited discussion of strategies or initiatives to improve transfer rates; no data provided ☒ Addresses any transfer related issues but is limited	☐ No discussion of strategies or initiatives to improve transfer rates; no data provided ☐ Does not address any transfer related issues	Green: Specific examples of initiatives would be helpful

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(C) **WORKFORCE**	☐ Discussion of strategies or initiatives which support the needs of workforce students; supported by data	☒ Limited discussion of strategies or initiatives which support the needs of workforce students; not supported by data	☐ No discussion of strategies or initiatives which support the needs of workforce students; not supported by data	Green: Specific examples of initiatives would be helpful

SECTION 3: LEARNING OUTCOMES ASSESSMENT

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
COURSE LEVEL	☒ Four Column report for SA-SLO Assessment from TracDat attached	☐ Four Column report for SA-SLO Assessment from TracDat <u>not</u> attached	Yellow: Report attached, but reflections are missing from report

SECTION 4: SLO ASSESSMENT & REFLECTION

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
SLO Assessment & Reflection	☒Discussion regarding section prompts are student focused ☒Discussion of whether SA-SLO and PL-SLO assessments have led to any changes, including trends ☐Discussion of how SA-SLOs are related to PL-SLOs, and to the college mission ☒Demonstration of dialogue in your program that shape/evaluate PL-SLOs	☐ Discussion regarding section prompts are somewhat student focused ☐Limited discussion of whether SA-SLO and PL-SLO assessments have led to any changes, including trends ☐Limited discussion of how SA-SLOs are related to PL-SLOs, and to the college mission. ☐Limited demonstration of dialogue in your program that shape/evaluate PL-SLOs	☐ Discussion regarding section prompts are not student focused ☐No discussion of whether SA-SLO and PL-SLO assessments have led to any changes, including trends. ☐No discussion of how SA-SLOs are related to PL-SLOs, and to the college mission ☐No demonstration of dialogue in your program that shape/evaluate PL-SLOs	Green: What are some of these strategies that will be used in outreach? Narrative notes that more outreach needed was indicated in student feedback. Where was student feedback collected?

SECTION 5: PROGRAM GOALS AND RATIONALE

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Goals and Rationale	☒Previous year goals include status update ☐New goals are tied to college initiatives, such as improved student success ☐Discussion of how progress toward new program goals will be measurable	☐Previous year goals do not include status update ☒New goals are not tied to college initiatives, such as improved student success ☒ No discussion of how progress toward new program goals will be measurable	Yellow: Shouldn't be increasing outreach be a program goal based on the PLO – SLO analysis are resource requests listed in section 6? Timelines missing from new goals and no measurement analysis for new goal #2.

SECTION 6: SERVICE/PROGRAM RESOURCES AND SUPPORT

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Resources & Support	☐ All Program resource needs/requests are tied to a related goal in section 5 and explains how the resource request supports the aforementioned goal ☐ Evaluation of resources needs/requests over past three-year cycle (especially if requests have been granted) in increasing student success and student equity.	☒Program resource needs/requests are not tied to a related goal in section 5. ☒ No evaluation of resources needs/requests over past three-year cycle (especially if requests have been granted) in increasing student success and student equity.	Yellow: Not all requests appear tied to a program goal. Not clear about requests for adult learners and ambassadors as there has been little discussion about these two programs in the document. Is this part of outreach…?

SECTION 7: DATA AND TREND ANAYLSIS FOR INSTRUCTIONAL COMPONENT

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
DATA COLLECTION (A-C)	☐ Presents data provided by I & IR OR ☐ Cites other data source	☐ Does not present data provided by I & IR OR ☐ Does not cite other data sources	NA

	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**	☐ Clear and organized (esp. to those outside program) ☐ Analyze previous year's data to past trends, as appropriate. ☐ Discussion regarding action plans/strategies that result from data analysis, as appropriate.	☐ Contains irrelevant or unclear information. ☐ Portions of analysis are incomplete, limited discussion of action plans/strategies.	☐ Does not provide analysis or discussion of action plans/strategies.	NA

SECTION 8: STUDENT EQUITY AND INSTITUTIONAL STANDARDS

	MEETS CRITERIA	DOES NOT MEET CRITERIA	Comments
(A) **COURSE COMPLETION** **(B)** **CERTIFICATE COMPLETION** **(C)** **TRANSFER TO FOUR YEAR COLLEGES/ UNIVERSITIES**	☐Analysis considers how these indicators compare at your program level and at the college level ☐Analysis includes discussion of any differences by student demographics	☐Analysis does not consider how these indicators compare at your program level and at the college level ☐Analysis does not include discussion of any differences by student demographics	NA

SECTION 9: LEARNING OUTCOMES ASSESSMENT SUMMARY

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
COURSE LEVEL	☐ Four Column report for CL-SLO Assessment from TracDat attached	☐ Four Column report for CL-SLO Assessment from TracDat <u>not</u> attached	NA
PROGRAM LEVEL	☐ Four Column report for PL-SLO Assessment from TracDat attached	☐ Four Column report for PL-SLO Assessment from TracDat <u>not</u> attached	

SECTION 10: SLO ASSESSMENT AND REFLECTION

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

SECTION 11: SERVICE/PROGRAM REVIEW SUMMARY

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Review Summary	☒ Current program review addresses concerns or recommendations that were made in prior year program review cycle	☐ Current program review does not address concerns or recommendations that were made in prior year program review cycle	Green: Should be more comprehensive to include all aspects of student leadership, including student government.

SECTION 12: FEEDBACK AND FOLLOW UP

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Review Summary	☒ Dean and VP commented on Program Review ☒ Dean and VP feedback agree with the discussion and analysis provided by the program	☐ Dean and VP did not comment on Program Review ☐ Dean and VP feedback does not agree with the discussion and analysis provided by the program	Green: Good comments; program staff did not mention any need for change, while Dean/VP call for stronger methods to track student participation and the disconnect between what SA offers and college priorities

REVIEWER NOTES, IF ANY: Yellow: Improvement shown from last year, but there needs to be more discussion and data regarding other non-leadership students. To achieve green, the program must address relationship of activities to college initiatives.