EGCC Academic Program Review

Annual Program Review Rubric

General: Introductory Material

Report Section	None Noted (0)	Early Development (1)	Developing (2)	Highly Developed (3)	Comments
General Information:	General program information not started or not done	Process is incomplete, no documentation of meetings: self-study completed primarily by the Program Chair or Dean with no Faculty input noted. No indication of a process for faculty to participate Limited information on the program provided.	Process is emerging with some development of documentation of meetings that include faculty involvement. There is stakeholder engagement although not all faculty were engaged in the process Program Chair or Dean still completes most of the work. There is no documentation of engagement of adjunct faculty or students input in the process.	Program Review process is well integrated into the fabric of the program business. Process is complete and there is well documented evidence of meetings as well as engagement of staff, faculty, students and other critical stakeholders. Engagement is broad and collaborative throughout the process.	
Presentation:	Faculty and/or program chair and/or Dean did not participate in presentation or provide additional information as requested	Presentation was incomplete or not presented. Information only presented by Program Chair or Dean without input from other stakeholders. No documentation of community Impact provided.	Presentation was complete but lacking in vital details necessary for making informed decisions. There is limited evidence of other stakeholder involvement (especially faculty). Documentation and presentation complete but weak overall.	Process is complete with clear evidence of engagement with multiple stakeholders. The documentation and data presented are clear and thoroughly documented and referenced. There is a complete presentation that is well thought out and thoughtfully presented about the future growth of the programs as well as areas where improvement could take place.	
Total Score for this Section:				/6	

Part 1: Program Description and Evidence of Outcomes

Report Section	None Noted (0)	Early Development (1)	Developing (2)	Highly Developed (3)	Comment
Program Mission Statement	There is no program mission statement	There is a program mission statement referred to but it is not stated or provided in the narrative.	The program mission statement is provided but it does not align with the program and the institutional mission.	The program mission statement is well thought out and aligns with both the program requirements and the institutional mission.	
History of the Program:	Program narrative includes no History of the Program	Narrative includes a limited history of the program but does not answer all of the questions asked in this section.	Narrative addresses all of the questions asked in the history section of the report however the information is limited and does not provide the details needed to provide the review team with a clear picture of the program background and need.	Narrative addresses all of the questions asked in the history section of the report. The information is complete and provides the details needed for the review team to develop a clear picture of the program background.	
Description of Internal and External Stakeholders	Program narrative does not describe who the internal and external stakeholders of the program include.	Narrative includes a limited description of who the internal and external stakeholders of the program include however, there is very limited information provided.	Narrative provides good information on the internal and external stakeholders of the program. There is information on how the stakeholders are engaged in the program. There is limited information on community impact of the program however.	Narrative provided detailed information on the internal and external stakeholders of the program and how they are actively engaged with the students and in the program growth. There is quality information provide on the community impact of the program.	
Course Syllabi	There are no Course Syllabi attached	There are course syllabi attached but they are either out of date or do not follow the master syllabus format.	Course syllabi attached are complete and follow the master syllabus format however, there are some elements that are not clearly stated. For example, student activities or grading scale may not be appropriate, activities may not be of an appropriate mix of level for the level of the certificate or degree, etc.	Course syllabi attached are complete and current. Format follows the master syllabus format and include activities, grading, examples that are academically relevant and of an appropriate academic level for the certificate or degree for which they are intended.	

Internships, Apprenticeships, Capstone Courses, Special Projects and Practicums	There are no internships, apprenticeships, capstone courses, special projects or practicums described for this program.	There is limited information on required internships, apprenticeships, capstone courses, special projects or practicums in the program.	There is some information provided on internships, apprenticeships, capstone course, special projects or practicums in the program. There is limited information on how they address the student learning outcomes assessment of the program or the program mission. There is no information on who is responsible for the assessment or oversight of this part of the program.	There is detailed information provided on internships, apprenticeships, capstone course, special projects or practicums in the program. It is presented in a detailed and thoughtful manner how the course fit into the curriculum, how they provide closure and assessment of specific student learning outcomes for the program and how those outcomes are assessed and by whom. The details and requirements of the courses are well thought out and clearly stated.	
PLO's support Program Mission and EGCC's Institutional Outcomes	There is no information on the program learning outcomes supporting the program mission or the EGCC institutional outcomes.	There is a limited statement of program outcomes supporting the EGCC institutional outcomes or mission but evidence of a program mission statement.	There is a loose connection between program learning outcomes, program mission and the EGCC institutional outcomes and/or mission. It is not clearly or concisely defined however.	There is a clear connection between the program learning outcomes and the program mission statement. It is clearly defined and linked to show how the program mission support the EGCC institutional outcomes as well as the institutional mission statement	
Summary of Outcomes Assessment	There is no summary of the annual outcomes assessment provided.	There is a limited narrative about outcomes assessment in the program provided but no report attached with demonstrated results.	There is a narrative outlining assessment results for the year and a TracDat assessment report is attached but the data is limited or out of date.	The narrative provides clear information about the program's assessment results for the year. A four column TracDat report is attached that clearly demonstrates program assessment that is current and up to date for the program learning outcomes.	

Trends in Program Data: Critical Data and Critical Data Analysis	There is no critical data or data analysis in the reporting.	There is limited critical data attached but no information on where or how data was obtained. There is only a limited analysis of data that is questionable.	Critical Data is included and includes some information on how and where data was obtained. Protocols are for the most part appropriate but the data may not be sustainable or appropriate for the activities as noted. Analysis of the data may be limited. Cycle of assessment may be missing.	Critical data is well defined as well as the protocols for data collection and participation. Protocols are appropriate and sustainable for the data sets defined. Analysis of the data is detailed and supported by the data provided. Ongoing cycle of assessment and analysis if defined and obtainable.	
Budget	No data on program revenue sources and annual financial obligations related to program operations. Does not identify important contextual factors or extenuating circumstances related to resource planning for the next 3 years.	Data provided on a program revenue sources and annual financial obligations related to the program operations is included but is incomplete. Identifies some contextual factors or extenuating circumstances related to resource planning for the next year but shows no thought to long range planning.	Data provided on program revenue sources and annual financial obligations related to program operations is included and complete. However, the analysis is limited and does not provide the detail needed to make an in-depth analysis.	Data provided on program revenue sources and annual financial obligations related to program operations is included and complete. The analysis is thoughtful and detailed and provides the information needed to make informed decisions based on the data provided. The program review identifies contextual factors or extenuating circumstances related to resource planning for the next three years. The information necessary for an in-depth analysis (i.e documentation of sources, quality of sources, application of data, etc.)	
Faculty Resumes/CV's	There are no faculty resumes/CV's attached	There are only partial records for full time faculty attached	There are some full time and adjunct faculty resumes/CV's attached but they are not complete.	There is a complete schedule for the current term attached providing a list of the full time and part time faculty in the program. Attached are the complete and current resumes/CV's of all faculty including any required certification/licensures.	
Total Score for this Section:			/30	

Scoring for Annual Program Review:

Section	Score
General Information	
Part 1: Program Description and Evidence of Outcomes	
Total:	**/36**
NOTE: *If total is 18 or less you must employ the Sunsetting Rubric*	
Sunsetting Rubric Score	/19
Recommendation for the Program:	