EGCC Academic Program Review

Annual Program Review Rubric for AY 2019-2020
Program/Degree: _____

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 and Collaboration of Internal and External Stakeholders	Program narrative does not describe who the internal and external stakeholders of the program include nor does it provide collaboration.	Narrative includes a limited description and collaboration of the internal and external stake-holders of the program 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 Descriptions, Master Syllabi, And Program Grid	There are no Course description, Syllabi, or program grid attached.	There are course descriptions, syllabi, and the program grid attached but they are either out of date or do not follow the proper formats.	The course descriptions, syllabi, and program grid attached are complete and follow the proper formats 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.	The course descriptions, syllabi, and program grid attached are complete and current. Format follows the appropriate formats 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.	

Report Section	None Noted (0)	Early Development (1)	Developing (2)	Highly Developed (3)	Comment
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 – Four Column Report attached	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.	
Program Data Comparison **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.	

Report Section	None Noted (0)	Early Development (1)	Developing (2)	Highly Developed (3)	Comment
Budget	No data on program revenue sources and annual financial obligations related to program operations. Budget is not uploaded.	Data provided on program revenue sources and annual financial obligations related to the program operations is included but is incomplete. 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 faculty attached.	There are some 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
Program Description and Evidence of Outcomes	/30
NOTE: *If total is 15 or less you must employ the Sunsetting Rubric*	
Sunsetting Rubric Score	/19
Recommendation for the Program:	