

FOOTHILL COLLEGE

COMPREHENSIVE ADMINISTRATIVE UNIT PROGRAM REVIEW  
EVALUATION RUBRIC

Unit Name: [Click here to enter text.](#)

Date Reviewed [Click here to enter text.](#)

**ADMINISTRATIVE UNIT MISSION**

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
<p><b>ADMINISTRATIVE UNIT MISSION</b> Clear and concise statement that outlines the principles that guide the work of the unit, its goals/ objectives, stakeholders and how it connects to the College's overarching mission.</p>	<input type="checkbox"/> Clear & concise <input type="checkbox"/> Specific to the unit; who it serves and what it does that separates it from other units <input type="checkbox"/> Addresses the larger impact of the unit <input type="checkbox"/> Identifies stakeholders <input type="checkbox"/> Aligned with College mission statement	<input type="checkbox"/> States the unit's purpose and who it serves <input type="checkbox"/> Limited scope & reach <input type="checkbox"/> Does not align with College mission statement	<input type="checkbox"/> No Mission Statement submitted	<p><a href="#">Click here to enter text.</a></p>

**SECTION 1: DATA & TREND ANALYSIS**

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
<b>DATA COLLECTION</b>	<input 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 type="checkbox"/> Does not cite other data sources	Click here to enter text.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
<b>ANALYSIS</b> (A-B) <b>Description of whom is served and when</b> (C-E) <b>Tracking, Trends and Adjustments to core missions</b> (F) <b>Staffing</b> (G-H) <b>Changes, Impacts and Strategies</b> (I) <b>Prioritization of Resources</b> (J) <b>Prof Development</b>	<input type="checkbox"/> Clear and organized (esp. to those outside unit) <input type="checkbox"/> Analyze previous year's data to past trends, as appropriate. <input type="checkbox"/> Discussion regarding action plans/strategies that result from data analysis, as appropriate.	<input type="checkbox"/> Contains irrelevant or unclear information. <input 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.	Click here to enter text.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
<b>(K-R) CURRICULUM</b> (Required for units that supervise instructional programs)	<input type="checkbox"/> Presents information on curriculum process in the unit <input type="checkbox"/> Analyzes the process, resources, and support of the curriculum process in the unit	<input type="checkbox"/> Presents limited or inaccurate information on curriculum process <input type="checkbox"/> Limited discussion regarding the process, resources, and support of the curriculum process in the unit	<input type="checkbox"/> Does not present information on curriculum process <input type="checkbox"/> No discussion regarding the process, resources, and support of the curriculum process in the unit	Click here to enter text.

**SECTION 2: STUDENT EQUITY AND INSTITUTIONAL STANDARDS**

	MEETS CRITERIA	DOES NOT MEET CRITERIA	Comments
<b>COURSE COMPLETION</b> <b>DEGREE COMPLETION</b> <b>CERTIFICATE COMPLETION</b> <b>TRANSFER TO FOUR YEAR COLLEGES/UNIVERSITIES</b>	<input type="checkbox"/> Analysis considers how the unit impacts these indicators at the program (if applicable) and college level <input type="checkbox"/> Analysis includes discussion of any differences by student demographics	<input type="checkbox"/> Analysis does not consider how the unit impacts these indicators at program level or college level <input type="checkbox"/> Analysis does not include discussion of any differences by student demographics	

**SECTION 3: CORE MISSION & SUPPORT**

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(A) <b>BASIC SKILLS</b>	<input type="checkbox"/> Analysis includes outcomes and initiatives related to Basic Skills <input type="checkbox"/> Analysis includes how student equity and success are addressed	<input type="checkbox"/> Analysis of outcomes and initiatives is incomplete <input type="checkbox"/> Analysis of student equity and success is incomplete	<input type="checkbox"/> No analysis of outcomes and initiatives <input type="checkbox"/> No analysis of student equity and success	Click here to enter text.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(B) <b>TRANSFER</b>	<input type="checkbox"/> Analysis includes outcomes and initiatives related to Transfer <input type="checkbox"/> Analysis includes how student equity and success are addressed	<input type="checkbox"/> Analysis of outcomes and initiatives is incomplete <input type="checkbox"/> Analysis of student equity and success is incomplete	<input type="checkbox"/> No analysis of outcomes and initiatives <input type="checkbox"/> No analysis of student equity and success	Click here to enter text.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(C)WORKFORCE	<input type="checkbox"/> Analysis includes outcomes and initiatives related to Workforce <input type="checkbox"/> Analysis includes how student equity and success are addressed	<input type="checkbox"/> Analysis of outcomes and initiatives is incomplete <input type="checkbox"/> Analysis of student equity and success is incomplete	<input type="checkbox"/> No analysis of outcomes and initiatives <input type="checkbox"/> No analysis of student equity and success	Click here to enter text.

**SECTION 4: LEARNING OUTCOMES ASSESSMENT**

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
UNIT LEVEL	<input type="checkbox"/> Four Column report for AU-SLO Assessment from TracDat attached	<input type="checkbox"/> Four Column report for AU-SLO Assessment from TracDat <u>not</u> attached	Click here to enter text.

**SECTION 5: SLO ASSESSMENT & REFLECTION**

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
<b>SLO Assessment &amp; Reflection</b>	<input type="checkbox"/> Discussion regarding AU-SLOs is student focused <input type="checkbox"/> Discussion of whether AU-SLO assessments have led to any changes, including trends <input type="checkbox"/> Discussion of how AU-SLOs are related to PL-SLOs, and to the college mission <input type="checkbox"/> Demonstration of dialogue in your unit that shape/evaluate AU-SLOs	<input type="checkbox"/> Discussion regarding AU-SLOs is somewhat student focused <input type="checkbox"/> Limited discussion of whether AU-SLO assessments have led to any changes, including trends <input type="checkbox"/> Limited discussion of how AU-SLOs are related to PL-SLOs, and to the college mission. <input type="checkbox"/> Limited demonstration of dialogue in your unit that shape/evaluate AU-SLOs	<input type="checkbox"/> Discussion regarding AU-SLOs is not student focused <input type="checkbox"/> No discussion of whether AU-SLO assessments have led to any changes, including trends. <input type="checkbox"/> No discussion of how AU-SLOs are related to PL-SLOs, and to the college mission <input type="checkbox"/> No demonstration of dialogue in your unit that shape/evaluate AU-SLOs	Click here to enter text.

**SECTION 6: ADMINISTRATIVE GOALS AND RATIONALE**

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
<b>Administrative Goals and Rationale</b>	<input type="checkbox"/> Previous year goals include status update <input type="checkbox"/> New goals are tied to college initiatives, such as improved student success <input type="checkbox"/> Discussion of how progress toward new unit 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 unit goals will be measurable	Click here to enter text.

**SECTION 7: RESOURCES AND SUPPORT**

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
<b>Resources &amp; Support</b>	<input type="checkbox"/> All Unit 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"/> Unit 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.	Click here to enter text.

**SECTION 8: PROGRAM REVIEW SUMMARY**

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
<b>(Program Review Summary</b> <b>(A) Student Outreach and Support</b> <b>(B) Enrollment</b> <b>(C) Student Equity</b> <b>(D) Highlights</b> <b>(E) Future Impacts</b>	<input type="checkbox"/> Current unit review addresses concerns or recommendations that were made in prior year program review cycle. <input type="checkbox"/> Discussion regarding whether unit's goals/initiatives support institutional priorities, including how progress is being measured. <input type="checkbox"/> Discussion regarding future issues that could impact the unit.	<input type="checkbox"/> Limited review on concerns or recommendations that were made in prior year program review cycle. <input type="checkbox"/> Limited discussion regarding whether unit's goals/initiatives support institutional priorities, including how progress is being measured. <input type="checkbox"/> Limited discussion regarding future issues that could impact the unit.	<input type="checkbox"/> Current unit review does not address concerns or recommendations that were made in prior year program review cycle. <input type="checkbox"/> No discussion regarding whether unit's goals/initiatives support institutional priorities, including how progress is being measured. <input type="checkbox"/> No discussion regarding future issues that could impact the unit.	Click here to enter text.

**SECTION 9: FEEDBACK AND FOLLOW UP**

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
<b>Program Review Summary</b>	<input type="checkbox"/> VP or President commented on Program Review <input type="checkbox"/> VP or President feedback agrees with the discussion and analysis provided by the unit.	<input type="checkbox"/> VP or President did not comment on Program Review <input type="checkbox"/> VP or President feedback does not agree with the discussion and analysis provided by the unit.	Click here to enter text.

REVIEWER NOTES, IF ANY: [Click here to enter text.](#)