

FOOTHILL COLLEGE

COMPREHENSIVE INSTRUCTIONAL PROGRAM REVIEW
EVALUATION RUBRIC

Program Name: Communication Studies

Date Reviewed 2/6/14

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>	<input type="checkbox"/> Clear & concise <input 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	<input checked="" 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	<input type="checkbox"/> No Mission Statement submitted	<p>Green: Clear and concise mission statement needed.</p>

SECTION 1: DATA & TREND ANALYSIS

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
DATA COLLECTION (A-C)	<input type="checkbox"/> Presents data provided by I & IR OR <input type="checkbox"/> Cites other data source	<input checked="" type="checkbox"/> Does not present data provided by I & IR OR <input type="checkbox"/> Does not cite other data sources	Yellow: Data reporting contained errors, section A & B. FTEF included full time and part time faculty and percent change not calculated in A. Success in B incomplete.

	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 checked="" 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 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.	Green: Discussion is focused on transfer, minimal discussion on workforce function yet later discussion contains extensive discussion on workforce.

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: How are efforts for retention going to be measured? Analysis of lowered course success in COMM 10 is based on anecdotal evidence.

SECTION 3: CORE MISSION & SUPPORT

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(A) BASIC SKILLS	<input type="checkbox"/> Analysis includes course completion data and factors that affect trends <input 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	N/A

	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 checked="" type="checkbox"/> Discussion includes transfer data but analysis is limited <input checked="" type="checkbox"/> Addresses any transfer related issues, including articulation but is limited	<input type="checkbox"/> No discussion or analysis of transfer data <input type="checkbox"/> Does not address any transfer related issues, including articulation	Yellow: There is limited availability of transfer data, therefore response is sufficient for this cycle.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(C) WORKFORCE	<input checked="" 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 checked="" 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 checked="" 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	Green: Data is anecdotal, more specifics needed. Advisory board recommended. More information needed regarding the value of non-transcriptable certificates.

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	Click here to enter text.
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 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 checked="" type="checkbox"/> No discussion of how progress toward new program goals will be measurable	Yellow: New goals not specific/measurable

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 checked="" 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.	Yellow: Requests not tied to goals. Not enough discussion provided to rank the evaluation of resources.

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 Concerns were addressed, but issues remain: Class size Value of transcriptable certificates

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 checked="" 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 type="checkbox"/> Dean and VP feedback does not agree with the discussion and analysis provided by the program	Green Need for Dean/VP to address questions raised in Section 8 by faculty.

REVIEWER NOTES, IF ANY: Green

Basic Skills mentioned several times in program review, but section 3-A is blank. The inclusion of measurable strategies to address students with basic skills needs is necessary. Discussion of decline in associate degrees needs further analysis. An advisory board would provide relevance/evidence for the non-transcriptable certificates.