

2019-2020 Administrative Program Review Rubric

Program Name: __

	Area of Evaluation	Meets/Exceeds Expectations (MEE)	Improvement Needed (IN)	Below Expectations (BE)	Eval.	Comments
1	Impact on student recruitment and success	Department demonstrates critical impact on student recruitment and success and provides data/evidence to support findings.	Department demonstrates impact on student recruitment and success.	Evidence of impact on student recruitment and success is not demonstrated.		
2	Strengths, Weaknesses, Opportunities, and Threats	Analysis is balanced, meaningful, and uses data/evidence to support findings.	Analysis is balanced and meaningful but little data/evidence is provided to support findings.	Analysis is superficial and no data/evidence is used to support findings.		
3	Service	Department demonstrates critical need for their services (internal and/or external to the institution) and provides evidence of superior customer service.	Department demonstrates need for their services (internal and/or external to the institution) and provides examples of customer service assessment.	Evidence of need for services is weak and/or no customer service assessment provided.		

2019-2020 Administrative Program Review Rubric

Program Name: __

	Area of Evaluation	Meets/Exceeds Expectations (MEE)	Improvement Needed (IN)	Below Expectations (BE)	Eval.	Comments
4	Outcomes Assessment	Clear, measurable outcomes have been developed, implemented and assessed, and results have been used to improve the program	Clear, measurable outcomes have been developed, implemented, and assessed.	Outcomes have been developed.		
5	Physical/ Financial Resources	The program has provided a thorough and well-supported analysis of the adequacy of physical and financial resources.	The program has provided an analysis of the adequacy of physical and financial resources and/or has included no data/evidence to support their findings.	The program has provided little or no analysis or evidence of the adequacy of physical and financial resources.		
6	Human Resources	The program has provided a thorough and well-supported analysis of the quality and sufficiency of staff.	The program has provided an analysis of the quality and sufficiency of staff and/or has included no data/evidence to support their findings.	The program has provided little or no analysis of the quality and sufficiency of staff.		

2019-2020 Administrative Program Review Rubric

Program Name: __

	Area of Evaluation	Meets/Exceeds Expectations (MEE)	Improvement Needed (IN)	Below Expectations (BE)	Eval.	Comments
7	Partnerships and Collaborations	Department demonstrates partnerships with internal or external groups that leverage resources or provide additional services.	Program identifies some relevant partnerships but the list is not comprehensive or relationships not clearly described.	Department not actively engaged in partnerships of any kind.		
8	Vision	Department articulates a clear and detailed vision for the next five years	Department articulates a clear vision for the next five years.	Department lacks clear direction for the next five years.		
9	Action Plan	A meaningful and thorough Action Plan with a realistic timeline has been developed.	An adequate, but not fully developed, Action Plan has been developed.	A partial or cursory Action Plan has been developed.		
10	Overall Content of Entire Report	Report provides a clear and comprehensive assessment of the department.	Report provides an assessment of the department but one or more parts of report incomplete or unclear.	Report provides a cursory assessment of the department. Report does not follow templates provided or one/more parts missing.		