# Cañada College

# Administrative Unit Program Review Assessment (Rubric)

Administrative Unit Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Administrative Planning Committee (APC) evaluates Administrative Unit Program Reviews using the follow rubric to determine the quality of the program review.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Administrative Unit Program Review | Performance Level | | | |
|  | **Developing** | **Acceptable** | **Exemplary** | **Comments** |
| 4. Unit Mission. Describe the purpose of the unit, its objectives, goals and connection to the Mission of Cañada College. | Evidence not cited or analysis is unclear regarding unit mission |  Provides appropriate analysis and plans for improving unit mission | Provides exceptional analysis and plans for improving unit mission |  |
| 5. Explain to what extent your Unit supports other programs and/or units at this institution. Please include any student and/or staff demographics relevant to your Unit and its purpose. | Evidence not cited or analysis is unclear |  Provides appropriate analysis and plans | Provides exceptional analysis and plans |  |
| 6. Assessment of last year’s plan and the impact that your efforts had toward achieving your objectives and outcomes – and ultimately the mission of the institution. | Evidence not cited or analysis is unclear regarding assessment |  Provides appropriate analysis and plans for improving assessment | Provides exceptional analysis and plans for improving assessment |  |
| 7. Identify the sufficiency of the physical, financial and personnel resources available to support your unit this past year. See Resources Request. | | | | |
| 8. Unit Action Plan for 2014/15 | Evidence not cited or analysis is unclear Unit Action Plan |  Provides appropriate analysis and plans for Unit Action Plan | Provides exceptional analysis and plans for Unit Action Plan |  |
| 9. Identify anticipated future changes and resource needs necessary to pursue your Action Plan. Respond to each area listed below and include any cost/budget estimates. See Resource Allocation | | | | |
| 10. Administrative Unit Outcomes: List the administrative unit outcomes for the administrative dept./area | Evidence not cited or analysis is unclear regarding Admin. Unit Outcomes |  Provides appropriate analysis and plans for Admin. Unit Outcomes | Provides exceptional analysis and plans for Admin. Unit Outcomes |  |
| 11.1. Administrative Unit Outcome assessment:  Assessment results | Evidence not cited or analysis is unclear regarding Assessment |  Provides appropriate analysis and plans for Assessment | Provides exceptional analysis and plans for Assessment |  |
| 11.2. Summary of dialogue about assessment results | Evidence not cited or analysis is unclear regarding Assessment results |  Provides appropriate analysis and plans for Assessment results | Provides exceptional analysis and plans for Assessment results |  |
| Overall Rating and Comments: |  |  |  |  |

# Resource Allocation

**7. Identify the sufficiency of the physical, financial and personnel resources available to support your unit this past year**

**9. Identify anticipated future changes and resource needs necessary to pursue your Action Plan. Respond to each area listed below and include any cost/budget estimates.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Developing | Acceptable | Exemplary | Priority |
| Personnel: | Evidence not cited or analysis is unclear |  Provides appropriate analysis and plans | Provides exceptional analysis and plans | Low  Medium  High |
| Professional Development: | Evidence not cited or analysis is unclear |  Provides appropriate analysis and plans | Provides exceptional analysis and plans | Low  Medium  High |
| Supplies & Equipment: | Evidence not cited or analysis is unclear |  Provides appropriate analysis and plans | Provides exceptional analysis and plans | Low  Medium  High |
| Facilities: | Evidence not cited or analysis is unclear |  Provides appropriate analysis and plans | Provides exceptional analysis and plans | Low  Medium  High |
| Other: | Evidence not cited or analysis is unclear |  Provides appropriate analysis and plans | Provides exceptional analysis and plans | Low  Medium  High |
| Comments from evaluation team: | | | |  |