

**College of the Redwoods**  
**PRC Administrative Services Evaluation Rubric**  
(Revised 5/2022)

	<b>Exemplary</b>	<b>Satisfactory</b>	<b>Developing</b>
<b>Mission/Program Information</b>	<p>Program mission clearly aligns with the mission of the college.</p> <p>The review provides relevant details about how this program impacts the college and community or service areas.</p> <p>Substantial and specific examples included.</p> <p>Clear and concise.</p>	<p>Program mission aligns with the mission of the college.</p> <p>The review briefly provides relevant details about how the program impacts the college and community or service areas.</p> <p>Some examples included.</p> <p>Clear and concise.</p>	<p>Program mission needs more clarification about how it aligns with the mission of the college.</p> <p>The review requires more relevant detail about how the program impacts the college and community or service areas.</p> <p>Administrative oversight is not apparent.</p>
<b>Critical Reflection of Assessment Activities</b>	<p>A substantial amount of assessment activity has taken place on the college's established cycle.</p> <p>Program uses specific assessment findings to inform program plans that can be assessed in the future to determine their effectiveness.</p> <p>Programs that have implemented plans, have included specific reassessment data to determine whether or not</p>	<p>Enough assessment activity has taken place such that the program can reflect on what it has learned.</p> <p>Program improvement is linked to assessment findings but not in a specific way.</p> <p>Reassessment to determine the effectiveness of program changes following the implementation of plans has not taken place or needs improvement.</p> <p>Assessment explanations are clear.</p>	<p>More assessment activity is required for the program to reflect on assessment-based changes.</p> <p>It is unclear how assessment findings links to program improvement.</p> <p>Assessment is not up to date based on the college's established cycle.</p> <p>There is an unclear connection between specific assessment, specific plans, and reassessment in order to determine effectiveness and improve</p>

	<p>plans resulted in improvement.</p> <p>Assessment explanations are thorough and detailed.</p>		<p>performance of the metric and the program overall.</p> <p>Assessment explanations need more clarity.</p>
<b>Evaluation of Previous Plans</b>	<p>Past actions were carried out and evaluated, and their impact is clearly described with relevant data.</p> <p>An action may not have occurred but there is a clear explanation as to why the action was not completed and the resulting impact on the program or area.</p>	<p>Impact of actions are clear with some relevant data described.</p> <p>An action may not have occurred but there is an explanation as to why the action was not completed.</p>	<p>Current action status is unclear.</p> <p>The impact of the action was not evaluated with relevant data, and there is no plan for evaluation in the future.</p> <p>Status of incomplete plans is not explained sufficiently.</p>
<b>Program Planning</b>	<p>Planning actions specifically and overtly link to stated institutional planning actions and are discussed</p> <p>Planning actions are not stated as resource requests.</p> <p>Planning actions are clearly based on assessment findings.</p> <p>Actions clearly show the expected impact on the program and student success and can be measured.</p>	<p>Planning actions are linked to institutional planning actions.</p> <p>Most planning actions are based on assessment findings.</p> <p>Most actions show the expected impact on the program and student success and can be measured.</p> <p>Most planning actions are not stated as resource requests.</p>	<p>Institutional plans are not linked to program planning actions.</p> <p>Planning actions, where appropriate, need to be more clearly tied to assessment results.</p> <p>Planning actions are stated as resource requests and not plans.</p> <p>The impact of actions on program and student success is not discussed adequately or cannot be measured.</p>