

# VRC Program Review Rubric 2022

## A. Program Information

### Program Mission Statement

#### Definitions

The program mission statement is a concise statement of the general values and principles which guide the curriculum. It sets a tone and a philosophical position from which follow a program's goals and objectives. The program mission statement should define the broad purposes the program is aiming to achieve, describe the community the program is designed to serve, and state the values and guiding principles which define its standards.

The mission statement is a public declaration that community colleges use to describe their founding purpose and major organizational commitments (i.e., what they do and why they do it). It may describe a school's day-to-day operational objectives, its instructional values, or its public commitments to its students and community.

Distinctive definition: <https://www.edglossary.org/mission-and-vision/>; <https://assessment.uconn.edu/wp-content/uploads/sites/1804/2016/06/HowToWriteMission.pdf>; also based on material from the UCF Academic Program Assessment Handbook and material from the University of San Diego

The Program Mission Statement

Meets the Standard

Needs Improvement

Feedback

The mission statement is well written with a motivational tone.

## B. Service Rates

The narrative responses...

- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

Meets the Standard

Needs Improvement

Feedback

Excellent narrative that addresses a comprehensive action plan.

## C. Counseling Student Contacts

The narrative responses...

- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

Meets the Standard

Needs Improvement

Feedback

The action plan is a proactive approach towards meeting the intended outcome.

## D. Benefits Certification Numbers

The narrative responses...

- align with data
- are informed by data

- are within the control of the program
- have measurable outcomes

Meets the Standard

Needs Improvement

Feedback

The decrease in numbers is clearly outlined by the lack of support staff.

## E. Application for Scholarships

The narrative responses...

- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

Meets the Standard

Needs Improvement

Feedback

The action plan looks like a solid approach and is proactive towards gaining scholarship applicants. Perhaps it may make sense to include Veterans who apply for all scholarships within the Financial Aid Office.

## F. Service Area Objectives Addendum

1. What are the service area strategic objectives/program goals for the coming year?

Narrative demonstrates...

- Objectives are informed by data
- Objectives are within department control
- Objectives are demonstrable/actionable
- Objectives are measurable
- Possible to accomplish including short-term, as well as long-term (e.g., aspirational and practical)

Meets the Standard

Needs Improvement

2. What is your implementation plan for the above-mentioned strategic objectives/program goals?

Proposed actions in the narrative demonstrates...

- Actions are informed by data
- Actions are within department control
- Actions are demonstrable
- Outcomes are measurable
- Possible to accomplish including short term, as well as long term (e.g., aspirational and practical)

Meets the Standard

Needs Improvement

This form is completed and ready for acceptance.