

Evaluations Rubric

A. Program Mission Statement

Narrative Criteria

The Program Mission Statement

- clearly states the purpose of the program
- indicates the primary function
- indicates the activities of the program
- describes the programs' aspirational goals for the future and what the program hopes to achieve
- reflects the program's priorities and values
- indicates who the students and/or stakeholders are
- is aligned to the college mission statement
- is clear and concise

Meets Expectations

Needs Improvement

Feedback

Evaluations team,

Thank you for writing and submitting your Program Review. The team enjoyed reading your submission and want to extend our appreciation for all the work that you do to help our students get their (multiple) degrees!

Consider ending the Mission Statement after the word "institution" because it is not clear how the Evaluations Office is responsible for students earning a living wage. We understand that by earning a degree, they can potentially get a job that earns a higher way, however, that can be made more clear.

B. Transcriptable Awards

3. What do you observe in the data? What do you want the college to understand about your program and the data?

Narrative Criteria

- aligns with data
- is informed by data
- is within the control of the program

Meets Expectations

Needs Improvement

4. Describe the proposed actions or next steps to maintain or improve the data by ethnicity or gender.

Narrative Criteria

- Actions are informed by data

- Actions are within department control
 - Actions are demonstrable (what are the deliverables)
 - Outcomes are measurable
 - Possible to accomplish including short term, as well as long term (e.g., aspirational and practical)
- Meets Expectations
- Needs Improvement

Feedback

Consider asking IR to have a column showing percentage change so we can see the change at a glance. Please state the numbers you find worth noting in your narrative and provide your theories or ideas on what is happening with the data. You say you can see clearly which student groups are completing their programs versus which groups need additional support. Please tell us, which are these groups?

Is there a way to show the number of awards based on the number of individuals enrolled. The context will help us interpret the data.

For example, if there is an increase or decrease, why? What did your office do specifically or what was happening at the College that you think contributed to this increase or decrease. For example, during the Pandemic, it does not look like degrees decreased (despite a decrease in enrollment). What do you attribute this to?

We would like to see an action plan, proposed next steps, and a time line for the auto degree awarding that is mentioned. Is this is a district goal? If so, how have you or will you include Deanza and the District?

5. Meets expectations include some next steps and a timeline

C. Use of Services

6. What do you observe in the data? What do you want the college to understand about your program and the data?

Narrative Criteria

- aligns with data
- is informed by data
- is within the control of the program

- Meets Expectations
- Needs Improvement

7. Describe the proposed actions or next steps to maintain or improve the data.

Narrative Criteria

- Actions are informed by data
- Actions are within department control
- Actions are demonstrable (what are the deliverables)

- Outcomes are measurable
- Possible to accomplish including short term, as well as long term (e.g., aspirational and practical)

- Meets Expectations
- Needs Improvement

Feedback

In the narrative, we'd like to hear your voice more. What have you noticed and what you done that are impacting the numbers in the data? Share qualitative data or student stories that can give context to the numbers. Share what's changed in the department that impacts the work. For example, in 2020 there was only one person doing prerequisite clearance and there was a huge bottleneck with students waiting 3 days until their course prereq was cleared. Now, the Evaluations department shares the workload. This should be mentioned.

There have also been changes in procedures that should be mentioned. For example, Evaluations changed the graduation petition to a smartsheet from a fillable PDF. In addition, students submit Transcript and AP exam evaluations through a Smartsheet. We understand that maintenance of these forms take time so it would be helpful to articulate the steps needed to maintain them.

8. Create gender neutral language. For example, consider using the word personnel instead of "manpower".

Something to consider is the latest applicant pool for the Evaluator position was tiny. Was this because of the pay rate compared to the workload? What are your thoughts about why the applicant pool was small? Does the position need rewriting?

In the narrative mention the support the department needs. For example, technical support from the District to support DegreeWorks scribing and training how to use these programs. In addition, connect the benefits of auto awarding to recruitment and increasing degrees so the campus understands how your work connects with the larger campus objectives.

D. Service Area Objective Addendum

1. What are the service area outcomes & strategic objectives for the coming year?

Narrative Criteria

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

- Meets Expectations
- Needs Improvement

2. What is your implementation plan for the above-mentioned objectives?

Narrative Criteria

- 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 Expectations
- Needs Improvement

Feedback

The SAO sounds like it's needed and will be beneficial to the students. How is the office working on the SAO? What steps are you taking? What is the action plan? It is evident that the Evaluations department needs additional support, ideally in terms of personnel, to complete daily tasks and meet department objectives and goals.

What you're doing in the meantime? What strategies are you using to get the work done? What innovations have you tried (for example the Smartsheets)? How are they working? What improvements do you think would make the process smoother?

E. Summative Evaluation

Overall, the Comprehensive Program Review

- Meets Expectations
- Needs Improvement

Feedback

We know the Evaluations team is working hard and doing a lot of great work. We want to read more specifics on what the department is doing to meet the needs of the students so we can applaud you for what you've done. The Program Review is a space for you to showcase your hard work, your new ideas, and yes, the challenges you have in your department with your ideas on how to mitigate those challenges. You know your department best and we are eager to hear more from you.

For future Program Reviews, consider having enrollment trends and percentage changes for each task that Evaluations complete. Consider providing information on factors within the Foothill College ecosystem that may provide more context on Evaluations work. Lastly, it's understanding that being short staffed impacts your work, however, show us what you are doing in the meantime because you are making impactful changes within your department.

Remember this document can be used for position requests, budget requests, and reclassification requests the more information and data you can provide will be helpful.

This form is completed and ready for acceptance.

