FOOTHILL COLLEGE

COMPREHENSIVE ADMINISTRATIVE UNIT PROGRAM REVIEW
EVALUATION RUBRIC

Unit Name: KCI

Date Reviewed Click here to enter text.

ADMINISTRATIVE UNIT MISSION

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
ADMINISTRATIVE UNIT MISSION Clear and concise statement that outlines the principles that guide the work of the unit, its goals/ objectives, stakeholders and how it connects to the College's overarching mission.	☐Clear & concise ☒Specific to the unit; who it serves and what is does that separates it from other units ☒Addresses the larger impact of the unit ☐Identifies stakeholders ☐Aligned with College mission statement	☐States the unit's purpose and who it serves ☐Limited scope & reach ☒Does not align with College mission statement	☐No Mission Statement submitted	GREEN: Needs to link to the College mission. Doesn't need core values or vision statement.

SECTION 1: DATA & TREND ANALYSIS

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
DATA COLLECTION	☒Presents data provided by I & IR OR ☒Cites other data source	☐Does not present data provided by I & IR OR ☐Does not cite other data sources	Green What is the KCI data (noncredit)? Why are the enrollment data not from the program review data sheet? Noncredit = not for credit Where is the FTEF data source? Is this the IR data?

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
ANALYSIS (A-B) **Description of whom is served and when** (C-E) **Tracking, Trends and Adjustments to core missions** (F) **Staffing** (G-H) **Changes, Impacts and Strategies** (I) **Prioritization of Resources** (J) **Prof Development**	☐Clear and organized (esp. to those outside unit) ☐Analyze previous year's data to past trends, as appropriate. ☐Discussion regarding action plans/strategies that result from data analysis, as appropriate.	☒Contains irrelevant or unclear information. ☒Portions of analysis are incomplete, limited discussion of action plans/strategies.	☐Does not provide analysis or discussion of action plans/strategies.	Yellow: More specificity would be helpful here, such as demographics. Exactly how many educators are served annually? Do they come from specific regions of the Bay Area? Data reference potential number of student affected but no data regarding how many in 2012-13 KCI alumni? Given the various programs and the data provided, students are enrolling in 2-3 courses in a year?

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(K-R) CURRICULUM (Required for units that supervise instructional programs)	☐ Presents information on curriculum process in the unit ☐ Analyzes the process, resources, and support of the curriculum process in the unit	☐ Presents limited or inaccurate information on curriculum process ☐ Limited discussion regarding the process, resources, and support of the curriculum process in the unit	☐ Does not present information on curriculum process ☐ No discussion regarding the process, resources, and support of the curriculum process in the unit	NA

SECTION 2: STUDENT EQUITY AND INSTITUTIONAL STANDARDS

	MEETS CRITERIA	DOES NOT MEET CRITERIA	Comments
COURSE COMPLETION DEGREE COMPLETION CERTIFICATE COMPLETION TRANSFER TO FOUR YEAR COLLEGES/UNIVERSITIES	☐Analysis considers how the unit impacts these indicators at the program (if applicable) and college level ☐Analysis includes discussion of any differences by student demographics	☐Analysis does not consider how the unit impacts these indicators at program level or college level ☐Analysis does not include discussion of any differences by student demographics	NA Which school districts have been targeted to help capture teachers serving underrepresented communities?

SECTION 3: CORE MISSION & SUPPORT

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(A)**BASIC SKILLS**	☐Analysis includes outcomes and initiatives related to Basic Skills ☐Analysis includes how student equity and success are addressed	☐Analysis of outcomes and initiatives is incomplete ☐Analysis of student equity and success is incomplete	☐No analysis of outcomes and initiatives ☐No analysis of student equity and success	NA Anecdotal information. If limited quantitative data is available, qualitative data would be helpful here.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(B)TRANSFER	☐Analysis includes outcomes and initiatives related to Transfer ☐Analysis includes how student equity and success are addressed	☐Analysis of outcomes and initiatives is incomplete ☐Analysis of student equity and success is incomplete	☐No analysis of outcomes and initiatives ☐No analysis of student equity and success	NA Anecdotal information. If limited quantitative data is available, qualitative data would be helpful here.

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(C)WORKFORCE	☐Analysis includes outcomes and initiatives related to Workforce ☐Analysis includes how student equity and success are addressed	☐Analysis of outcomes and initiatives is incomplete ☐Analysis of student equity and success is incomplete	☐No analysis of outcomes and initiatives ☐No analysis of student equity and success	Green: Anecdotal information. Need more linkage to workforce and Foothill's mission.

SECTION 4: LEARNING OUTCOMES ASSESSMENT

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
UNIT LEVEL	☐ Four Column report for AU-SLO Assessment from TracDat attached	☐ Four Column report for AU-SLO Assessment from TracDat <u>not</u> attached	NA

SECTION 5: SLO ASSESSMENT & REFLECTION

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
SLO Assessment & Reflection	☐Discussion regarding AU-SLOs is student focused ☐Discussion of whether AU-SLO assessments have led to any changes, including trends ☐Discussion of how AU-SLOs are related to PL-SLOs, and to the college mission ☐Demonstration of dialogue in your unit that shape/evaluate AU-SLOs	☐ Discussion regarding AU-SLOs is somewhat student focused ☐Limited discussion of whether AU-SLO assessments have led to any changes, including trends ☐Limited discussion of how AU-SLOs are related to PL-SLOs, and to the college mission. ☐Limited demonstration of dialogue in your unit that shape/evaluate AU-SLOs	☐ Discussion regarding AU-SLOs is not student focused ☐No discussion of whether AU-SLO assessments have led to any changes, including trends. ☐No discussion of how AU-SLOs are related to PL-SLOs, and to the college mission ☐No demonstration of dialogue in your unit that shape/evaluate AU-SLOs	Yellow:

SECTION 6: ADMINISTRATIVE GOALS AND RATIONALE

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Administrative Goals and Rationale	☒Previous year goals include status update ☒New goals are tied to college initiatives, such as improved student success ☐Discussion of how progress toward new unit goals will be measurable	☐Previous year goals do not include status update ☐New goals are not tied to college initiatives, such as improved student success ☐ No discussion of how progress toward new unit goals will be measurable	Yellow: Metrics defined to measure goals aren't measurable.

SECTION 7: RESOURCES AND SUPPORT

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Resources & Support	☒ All Unit resource needs/requests are tied to a related goal in section 6 and explains how the resource request supports the aforementioned goal ☒ Evaluation of resources needs/requests over past three-year cycle (especially if requests have been granted) in increasing student success and student equity.	☐Unit resource needs/requests are not tied to a related goal in section 6. ☐ No evaluation of resources needs/requests over past three-year cycle (especially if requests have been granted) in increasing student success and student equity.	Green

SECTION 8: PROGRAM REVIEW SUMMARY

	MEETS CRITERIA	NEEDS STRENGTHENING	DOES NOT MEET CRITERIA	COMMENTS
(**Program Review Summary** (A) **Student Outreach and Support** (B) **Enrollment** (C) **Student Equity** (D) **Highlights** (E) **Future Impacts**	☒ Current unit review addresses concerns or recommendations that were made in prior year program review cycle. ☒ Discussion regarding whether unit's goals/initiatives support institutional priorities, including how progress is being measured. ☒ Discussion regarding future issues that could impact the unit.	☐ Limited review on concerns or recommendations that were made in prior year program review cycle. ☐ Limited discussion regarding whether unit's goals/initiatives support institutional priorities, including how progress is being measured. ☐ Limited discussion regarding future issues that could impact the unit.	☐ Current unit review does not address concerns or recommendations that were made in prior year program review cycle. ☐ No discussion regarding whether unit's goals/initiatives support institutional priorities, including how progress is being measured. ☐ No discussion regarding future issues that could impact the unit.	Green

SECTION 9: FEEDBACK AND FOLLOW UP

	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
Program Review Summary	☒ VP or President commented on Program Review ☒ VP or President feedback agrees with the discussion and analysis provided by the unit.	☐ VP or President did not comment on Program Review ☐ VP or President feedback does not agree with the discussion and analysis provided by the unit.	Green

REVIEWER NOTES, IF ANY: Yellow:

Program review and analysis was lacking specific data, especially on the LINC program and its sustainability. Clarify linkage to college mission.
First program review for KCI, out of cycle review for follow up and to establish trends.