PROGRAM/UNIT NAME: _____   **REVIEWER:** _____   **DATE:** _____

	4. Awesome!	3. Proficiency	2. Development	1. Awareness
1. Mission and Vision Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Mission is well defined ☐ Mission is specific to the unit *(identifies what it does that separates it from other units)* ☐ Vision is clear and thoughtful ☐ Mission and Vision clearly align with BCC Mission and Vision	☐ Mission is defined ☐ Mission is mostly specific to the unit ☐ Vision is meaningful and expresses ideals of the program/department ☐ Mission and Vision align with BCC Mission and Vision	☐ Mission is vaguely defined ☐ Mission is not specific to unit ☐ Vision lacks clarity or purpose ☐ Mission and Vision somewhat align with BCC Mission and Vision	☐ Mission is not defined ☐ Vision is missing or not applicable ☐ Mission and Vision do not align with BCC Mission and Vision
Comments:				
2. Description and Overview Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Provides comprehensive description of program/department organization ☐ Staffing and structure are thoroughly addressed ☐ Clearly identifies all stakeholders and services	☐ Provides adequate description of program/department organization ☐ Staffing and structure are sufficiently addressed ☐ Most stakeholders and services are identified	☐ Provides limited description of program/department organization ☐ Staffing and structure are somewhat addressed ☐ Identifies some stakeholders and services	☐ Program/department minimally or not defined ☐ Staffing and structure are minimally or not addressed ☐ Stakeholders and services are only vaguely identified
Comments:				
3. (I) Program Data Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ (3.A.) Performance data entered and trends discussed thoroughly ☐ (3.B.1. and 3.B.2.) Includes PLO and SLO assessment findings and discusses changes made as a result. ☐ (3.B.3. and 3.C.3.) A comprehensive plan is presented for the next assessment cycle. ☐ (3.C.4.) Includes detailed analysis of data on long term goals and objectives ☐ (3.D.) Contains thorough discussion regarding the program's Two-Year Plan, and the following: 3.D.1.; 3.D.2, 3.D.3.	☐ (3.A.) Performance data entered and trends briefly discussed ☐ (3.B.1. and 3.B.2.) Includes some PLO and SLO assessment findings with brief discussion of changes made as a result. ☐ (3.B.3. and 3.C.3.) An adequate plan is presented for the next assessment cycle. ☐ (3.C.4.) Includes analysis of data on long term goals and objectives ☐ (3.D.) Contains discussion regarding the program's Two-Year Plan, and the following: 3.D.1.; 3.D.2, 3.D.3.	☐ (3.A.) Performance data entered; trends not described ☐ (3.B.1. and 3.B.2.) Includes minimal PLO and SLO assessment findings with very little discussion of changes made. ☐ (3.B.3. and 3.C.3.) Plans for the next assessment cycle are vague. ☐ (3.C.4.) Contains only superficial analysis of data on long term goals and objectives ☐ (3.D.) Discussion of the Two-Year Plan is limited or not focused. The following areas are mentioned: 3.D.1., 3.D.2, 3.D.3.	☐ (3.A.) Performance data not entered or not complete; trends not included ☐ (3.B.1. and 3.B.2.) PLO and SLO assessment findings are not included ☐ (3.B.3. and 3.C.3.) Does not include plans for next assessment cycle ☐ (3.C.4.) Analysis of data on long term goals and objectives is limited or missing ☐ (3.D.) Discussion of the Two-Year Plan and the following are minimal or missing: 3.D.1.; 3.D.2, 3.D.3.
Comments:				

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	4. Awesome!	3. Proficiency	2. Development	1. Awareness
3. (NI) Data Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ (3.A.1.) Assessment measures include comprehensive and relevant quantitative and qualitative data. ☐ (3.A.2. and 3.B.1.) Summary of assessment results provides thorough evaluation of data and an in-depth analysis of the findings. ☐ (3.B.2.) Contains detailed description of improvements made or planned as a result of outcomes assessment process.	☐ (3.A.1) Assessment measures include relevant quantitative and/or qualitative data. ☐ (3.A.2. and 3.B.1.) Summary of assessment results provides evaluation of data and analysis of the findings. ☐ (3.B.2.) Contains description of improvements made or planned as a result of outcomes assessment process.	☐ (3.A.1) Assessment measures are not relevant or are incomplete. ☐ (3.A.2. and 3.B.1.) Summary of assessment results provides only limited evaluation of data and little or no analysis of the findings. ☐ (3.B.2.) Contains only brief reference to improvements made or planned as a result of outcomes assessment process.	☐ (3.A.1) Assessment measures not included. ☐ (3.A.2. and 3.B.1.) Summary of assessment results provides little or no evaluation of data or analysis of the findings. ☐ (3.B.2.) Reference to improvements made or planned as a result of outcomes assessment process is minimal or not included.
Comments:				
4. (I) Curriculum Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Program review accurately reflects course offerings and honestly assesses new courses and/or personnel that may be needed ☐ Describes and analyzes revisions and updates to the program, as applicable	☐ Program review lists course offerings and suggests some changes. ☐ Describes revisions and updates to the program, as applicable	☐ Course offerings are listed. ☐ Briefly describes revisions and updates to the program, as applicable	☐ Course offerings are partially listed. ☐ Revisions and updates have taken place, but have not been described
Comments:				
4. (NI) Policies & Processes Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Strong knowledge of changes to internal and external regulations and impact on department. Forward-thinking narrative that includes information about possible changes to regulations and future impacts on the unit, as applicable. ☐ Detailed description of changes/updates to policies and processes in department, as applicable. ☐ Analyzes departmental policies and processes in terms of effectiveness and contribution to student success	☐ Knowledge of changes to internal and external regulations and impact on department. ☐ Description of changes/updates to policies and processes in department, as applicable ☐ Describes departmental policies and processes in terms of effectiveness and contribution to student success	☐ Listed specific changes to policies, procedures and processes. ☐ Description of the impact present but lacks detail.	☐ Listed some vague changes in policies, procedures, processes. ☐ Description of the impact on the unit is limited or missing.
Comments:				

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	4. Awesome!	3. Proficiency	2. Development	1. Awareness
5. Internal Factors Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Comprehensive evaluation of strengths. ☐ Comprehensive evaluation of weaknesses. ☐ Extensive evaluation of progress since last program review.	☐ Description of strengths adequate. ☐ Description of weaknesses adequate. ☐ Adequate evaluation of progress since last program review.	☐ Description of strengths vague. ☐ Description of weaknesses vague. ☐ Evaluation of progress since last program review is vague.	☐ Description of strengths is missing. ☐ Description of weaknesses is missing. ☐ Evaluation of progress since last program review is missing.
Comments:				
6. External Factors Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Comprehensive evaluation of opportunities. ☐ Comprehensive evaluation of threats. ☐ Extensive evaluation of process since last program review.	☐ Descriptions of opportunities adequate. ☐ Descriptions of threats adequate. ☐ Adequate evaluation of progress since last program review.	☐ Descriptions of opportunities vague. ☐ Descriptions of threats vague. ☐ Evaluation of progress since last program review is vague.	☐ Description of opportunities is missing. ☐ Description of threats is missing. ☐ Evaluation of progress since last program review is missing.
Comments:				
7. Continuing Education and Professional Development Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Continuing Education/Professional Development opportunities are clearly described for all areas of the unit. ☐ An ongoing plan for CE/PD and how it will benefit the unit is included.	☐ Continuing Education/ Professional Development opportunities are listed ☐ A plan for continuing CE/PD is included.	☐ Some Continuing Education and Professional Development is listed. ☐ Minimal plans for continuing CE/PD.	☐ Continuing Education and Professional Development information is absent. ☐ No plans for Continuing Education and Professional Development are listed for the next PR cycle.
Comments:				
8. Prior Goals and Objectives Score: ☐ 4 ☐ 3 ☐ 2 ☐ 1	☐ Significant progress on previous goals and objectives has been made ☐ Each of the goals and objectives has been linked to increasing the effectiveness of the unit. ☐ All goals and objectives have been assessed, analyzed and evaluated.	☐ Progress on previous goals and objectives is sufficient ☐ Description of progress is linked to the overall effectiveness of the unit ☐ Most of the goals and objectives have been assessed.	☐ Some progress has been made on previous goals and objectives. ☐ Some assessment measures have been identified.	☐ Little to no progress has been made on previous goals and objectives. ☐ No assessment measurements are included.
Comments:				

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	4. Awesome!	3. Proficiency	2. Development	1. Awareness
9. Action Plan: Goals/Objectives/Actions Score: ☐ 4　☐ 3　☐ 2　☐ 1	☐ Action Plans are well defined and present a detailed plan to improve the unit ☐ Action Plans are attainable within the time period. ☐ Unit needs were identified through assessment.	☐ Action Plans are adequate. ☐ Action Plans address some previous assessment activity. ☐ Few unit needs drawn from previous assessment.	☐ Action Plans are vague ☐ Action Plans not specific to targeted time period.	☐ Action plans are not defined
Comments:				
10. Resources *(if requested)* Score: ☐ 4　☐ 3　☐ 2　☐ 1	☐ Resources needed are clearly identified. ☐ Program Review gave solid reasoning for resource request, and included appropriate data for support. ☐ Program Review tied resource request to Goals/Objectives/Actions. ☐ Budget Allocation Proposal was attached, was clearly filled out, and made solid connections to the planning process, including the program review.	☐ Resources needed are adequately identified. ☐ Budget Allocation Proposal attached, with some connections to the planning process and program review. ☐ Adequate reasoning provided for resource request, with some data included. ☐ Goals/Objectives/Actions and/or Program Review reference the need for the resource request.	☐ Identification and/or definition of resources needed is limited ☐ Budget Allocation Proposal is attached, but lacks connection to the planning process and/or the program review. ☐ Program Review lacked adequate reasoning, and/or data to support resource request. ☐ Program Review and/or Goals/Objectives/Actions have only limited ties to resource request.	☐ Budget Allocation Proposal was missing or lacked effort. ☐ Program Review made no connection to resource request.
Comments:				
Overall Program Review Comments:				