

**DISTRICT SERVICES PLANNING AND PROGRAM REVIEW**  
**Four-Year Program Self Evaluation Rubric**

	<b>Does Not Meet</b>	<b>Meets</b>
<b>Description of Program and Services</b>	The program <b>does not provide</b> a description of the program and its services.	The program <b>does provide</b> a description of the program and its services.
<b>Pattern of Service</b>	The program's pattern of service is <b>not related</b> to the needs of students, the campuses and the district or the program <b>does not discuss</b> the plans or activities that are in place to meet a broad range of needs.	The program <b>provides evidence</b> that the pattern of service meets the needs of students, the colleges and the district.  The program <b>discusses the plans or activities</b> that are in place to meet a broad range of needs.
<b>Impact on the Colleges and the District</b>	The program <b>does not identify</b> the most significant relationships it has with other District operations and College operations.	The program <b>provides evidence</b> of significant relationships with other District operations and College operations.
<b>Mission and Purpose</b>	The program <b>does not have</b> a mission statement, or it <b>does not clearly link</b> with the institutional mission.	The program <b>has</b> a mission statement, and it <b>links clearly</b> with the institutional mission.
<b>Service Area Outcomes</b>	Program <b>has not demonstrated</b> that it is continuously assessing Service Area Outcomes (SAOs)  Evidence of data collection, evaluation, and reflection/ feedback, and/or connection to area services is <b>missing or incomplete</b> .	Program <b>has demonstrated</b> that it has fully evaluated within a four-year cycle and is continuously assessing <u>all</u> Service Area Outcomes (SAOs)
<b>Accomplishments</b>	The program <b>has not detailed</b> department progress and accomplishments on goals and objectives, or <b>has not identified</b> how these accomplishments benefit students, the campuses, and the district.	The program <b>has detailed</b> department progress and accomplishments on goals and objectives, and <b>has identified</b> how these accomplishments benefit students, the campuses, and the district.
<b>Trends</b>	The program <b>has not identified</b> the new or continuing trends affecting it, or <b>has not addressed</b> how these trends will impact program planning.	The program <b>has identified</b> the new or continuing trends affecting it, and <b>has addressed</b> how these trends will impact program planning.

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	<b>Does Not Meet</b>	<b>Meets</b>
<b>Opportunities and Challenges</b>	The program <b><u>does not incorporate</u></b> opportunities and challenges into planning.	The program <b><u>incorporates</u></b> opportunities and challenges into planning.
<b>Three-to-Five Year Vision</b>	The program <b><u>does not describe</u></b> how it would like to be in three-to-five years, or <b><u>does not use</u></b> this vision in its planning.	The program <b><u>does describe</u></b> how it would like to be in three-to-five years and <b><u>uses</u></b> this vision in its planning.
<b>Goals and Objectives</b>	The program <b><u>does not provide</u></b> goals and objectives, or <b><u>does not use</u></b> these goals and objectives in its planning.	The program <b><u>provides</u></b> goals and objectives and <b><u>uses</u></b> these in its planning.
<b>Productivity</b>	The data <b><u>does not show</u></b> an acceptable level of productivity for the program, or the issue of productivity is <b><u>not adequately addressed</u></b> .	The data <b><u>shows</u></b> the program is productive at an acceptable level.
<b>Analysis of Staffing Levels</b>	The program <b><u>has not provided</u></b> staffing numbers, or <b><u>has not provided</u></b> an analysis of its staffing levels.	The program <b><u>has provided</u></b> staffing numbers, and <b><u>has provided</u></b> an analysis of its staffing levels.