**Student Success Department**:­ ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Review Scoring Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | Insufficient Evidence/Unable to Rate0 | Does Not Meet1 | Partially Meets2 | Meets3 | Exceeds4 | Additional Comments |
| **Executive Summary**Describes: 1) the program, 2) relevant data trends (i.e. satisfaction surveys, awards, etc.), 3) accomplishments, 4) primary challenges 5) departments next steps | The Executive Summary is not provided or the summary is missing four or more requirements | The Executive Summary is included, however one requirement is missing. | The Executive Summary includes all five criteria, however it could use additional clarifying information for at least two requirements. | The Program Review Summary includes all five criteria, however it could use additional clarifying information for one of the requirements.  | Executive Summary is concise in that it describes the program, relevant data trends, its accomplishments, primary challenges, and the department’s next steps |  |
| **Program Overview** Includes:1) Program Mission2) History of the Program3) Support of the PAC Strategic Plan4) Staffing Roles and Purpose of the Department | The Program Overview is not provided or is missing three or more requirements. | The Program Overview includes all four criteria, however one requirement is missing. | The Program Overview includes all four criteria, however it could use additional clarifying information for at least two requirements. | The Program Overview includes all four criteria, however it could use additional clarifying information for one of the requirements. | The Program Review Summary is concise in that it describes the, Program Mission, History of the Program, Support of the PAC Strategic Plan, Staffing Roles and Purpose of the Department |  |
| **Organization & Leadership**1) College Procedures2) Unit Plan & Evaluations3) CAPs/Logic Models (as applicable)4) 4DX WIGs5) Programming | The Organization & Leadership criteria are not provided or missing two or more requirements. | The Organization & Leadership criteria are included, however one requirement is missing. | The Organization & Leadership five criteria are included, however it could use additional clarifying information for two or more requirements. | The Organization & Leadership criteria are all included, however it could use additional clarifying information for one of the requirements.  | The Organization & Leadership criteria is concise in that it describes the College Procedures, Unit Plan & Evaluations and CAPs/Logic Models (as applicable), 4DX WIGs and Programming |  |
| **Human Resources**Includes:1) Education of Staff2) Professional Development | Human Resourced criteria is not provided, or is missing two or more requirements related to details for each criteria | Human Resourced criteria is included, however one requirement is missing | Human Resources criteria is included, however it could use additional clarifying information for at least two requirements. | Human Resources criteria is included, however it could use additional clarifying information for one of the requirements | Human Resources criteria is concise in that it describes the Education of Staff and Professional Development |  |
| **Ethics**Includes1) Required Alamo Talent/Annual Training in Ethics 2)Professional Code of Conduct  | Ethics criteria is not included and/or is missing two requirements. | Ethics criteria is included, however one requirement is missing. | Ethics criteria is included, however it could use additional clarifying information for two of the requirements. | Ethic criteria is included, however it could use additional clarifying information for one of the requirements. | Ethics criteria is included and concise in that it describes the Unit Plans, Overview of the last 5-Year Action Plan submitted, Progress & Implementation of goals including Plan Alterations and Use of Plan. |  |
| **Law, Policy, Governance**1)THECB/Education Codes, 2) Board Polices, 3) Federal Polices,4) Institutional Policy, 5) BPA’s | Law, Policy, and Governance criteria are not included or is missing two or more requirements. | Law, Policy, and Governance criteria are included, however one requirement is missing. | Law, Policy, and Governance criteria are included, however it could use additional clarifying information for at least two requirements. | Law, Policy, and Governance criteria are included, however it could use additional clarifying information for one of the requirements. | Law, Policy, and Governance criteria are included and addresses THECB/ Education Codes, Board Polices, Federal Polices, Institutional Policy, and BPA’s |  |
| **Diversity, Equity, & Access****1)(EEO Statement/Policy,** **2) Equity of Services-** **3) Advocacy** | Diversity, Equity, & Access criteria are not included or is missing two or more requirements. | Diversity, Equity, & Access criteria are included, however one requirement is missing. | Diversity, Equity, & Access criteria are included, however it could use additional clarifying information for at least two requirements. | Diversity, Equity, & Access criteria are included, however it could use additional clarifying information for one of the requirements. | Diversity, Equity, & Access criteria are included and addressees EEO Statements/Policy, Equity of Services and Advocacy |  |
| **Partnerships**1. **Internal Partnerships**
2. **External Partnerships**
 | Partnership criteria are not included or is missing two or more requirements. | Partnership criteria are included, however one requirement is missing. | Partnership criteria are included, however it could use additional clarifying information for at least two requirements. | Partnership criteria are included, however it could use additional clarifying information for one of the requirements. | Partnership criteria are included and addressees internal and external partnerships. |  |
| **Recommendations and** **5-Year Goals****Action Plan**Outline of Steps to reach new program goals:1) Goal Description2) Resources Needed3) Measures and Performance Targets | Recommendations and 5-Year Goals are missing5-Year Action Plan is missing. | Recommendations and/or 5-Year Goals are included, but lacking and need further clarifying information.5-Year Action Plan is lacking and needs further clarifying information. | Recommendations and 5-Year Goals are included.5-Year Action Plan is included. Goals are briefly described.  | Recommendations and/or 5-Year Goals could use additional clarifying information to assist in deeper understanding.5-Year Action Plan included. Goals with metrics are described and achievable. | Recommendations and 5-Year Goals are included and are fully developed5-Year Action Plan & goals are included. Goals and metrics are described in depth and realistically achievable in a timely manner.  |  |

**RECOMMENDATIONS ON PROGRAM STATUS**

Each program/area undergoing review will be awarded one of the following possible recommendations as to its status:

**EXCEEDS** means the program is a campus model in all core elements.

**MEETS** means there are no deficiencies in the program relative to the core elements.

**PARTIALLY MEETS** means there are no serious deficiencies in the program/area relative to the core elements, but there is ample room for improvement in one or more of the core elements.

**DOES NOT MET** will be awarded when a program/area is assessed as having one serious deficiency relative to the core elements.

**INSUFFICIENT EVIDENCE** will be awarded when a program/area is assessed as having two or more serious deficiencies relative to the core elements.

1. Strengths of the Program
2. Weaknesses of the Program
3. Possible solutions
4. Other Comments
5. Recommended Status of Program: