

College of the Redwoods
PRC Administrative Services Rubric
r11/14/14

	Exemplary	Satisfactory	Developing
Mission	<p>Aligns with the mission of the college;</p> <p>Identifies the program's impact on the college;</p> <p>Clear and concise</p>	<p>Aligns with the mission of the college;</p> <p>Scope and reach is present but limited;</p> <p>Clear and concise</p>	<p>Fails to align with the mission of the college;</p> <p>Identifies functions of the program but not the greater purpose</p>
Assessment	<p>Administrative area outcomes are clear and concise;</p> <p>An assessment plan was carried out and results are clearly presented;</p> <p>Assessment results led to meaningful improvements that are included in the planning section.</p>	<p>Administrative area outcomes are clear and concise;</p> <p>An assessment plan is described, but not fully carried out; and/or indicators may not lead to actionable results</p> <p>Planned improvements are described, but only loosely linked to assessment results.</p>	<p>Administrative area outcomes are not present, lack clarity, or the ability to be evaluated;</p> <p>An assessment plan was absent, or was difficult to understand in terms of clarity or usefulness;</p> <p>Assessment results were absent or were not related to the administrative area outcomes;</p> <p>Improvements are absent, or are unrelated to assessment efforts.</p>
Evaluation of Past Plans	<p>Past actions were carried out and evaluated, and their impact is clearly described</p>	<p>Current status of actions taken is clear;</p> <p>An action may not have occurred but there is a clear explanation as to why the action was not completed.</p>	<p>Actions taken do not reflect actions from past year;</p> <p>Evaluation plan is included, but impact of the action is unclear</p> <p>The impact of the action was not evaluated, and there is no plan for evaluation in the future</p>

Program Plans & Resource Requests	<p>Planning actions directly link to stated institutional planning actions;</p> <p>Actions are clearly based on assessment findings;</p> <p>Actions lead to impacts that can be measured;</p> <p>Every resource request has a corresponding action linked to a plan or assessment results</p>	<p>Planning actions are loosely related to institutional planning actions;</p> <p>Planning numbers are listed but action items are not stated;</p> <p>Unclear how expected impact will be measured;</p> <p>Evaluation of the action is discussed, but unclear if it has been incorporated into assessment plan;</p> <p>Every resource request has a corresponding action linked to a plan or assessment results</p>	<p>Institutional plans are not linked to program planning actions;</p> <p>Planning actions are not tied to assessment results;</p> <p>Resource requests are not tied to specific planning action</p>
	Exemplary	Satisfactory	Developing