

Annual Department Review Validation Rubric

#	Section	Underdeveloped (1)	Developed (2)	Highly Developed (3)
Section 1: Department Planning				
1.1	Internal Analysis	Little or no analysis of operation and/or student achievement trends	Some analysis of operation and/or student achievement trends	Comprehensive analysis of operation and/or student achievement trends
1.2	SAOs and SLOs	Service area or student learning outcomes are not present or vague, with little or no description of both direct and indirect measures	Service area or student learning outcomes and their development is mentioned and there is some attempt to incorporate discussion of indirect and direct measures of learning and/or effectiveness	Service area or student learning outcomes and their development are described clearly and include a description of indirect and direct measures of learning and/or effectiveness
		Assessment methods are not/minimally identified; no evidence of use of assessment results to improve operations or learning	Lessons learned from the assessment process are provided, as are some actions taken based on the data	Lessons learned from indirect and direct assessment processes are provided, as are actions taken based on the data
		There is no real attempt to use results to improve operations or learning	General discussion of how the department uses results to improve operations or learning	Descriptions include how the department uses results to improve operations or learning
1.3	Progress on ongoing and completed (5-years) Initiatives	Little to no progress reported	Partial progress reported	Progress fully reported with data and outcomes
1.4	Response to Program and Department Review Committee Recommendations	Little to no response provided	Partial or limited responses provided	Fully addressed with associated actions described
1.5	Program Planning and Communication Strategies	Little or no description of how the program plans or communicates	A basic description of how the program plans or communicates	A full description of how the program plans, uses data and communicates with scheduled meetings and topics
1.6	Coastline Pathways	Little or no description of how the department supports Coastline Pathways	A basic description of how the department supports Coastline Pathways	A full description of how the department supports Coastline Pathways
1.7	Implications of Change	Areas of deficiency are not discussed or are not discussed for all deficient areas and there are little or no discussion addressing plans for improvement	Discussion of the data contains some narrative that addresses each of the factors listed that result in greater changes, growth or decline	Discussion of the data is presented in an easy to read narrative that explicitly addresses each the factors listed that result in greater changes, growth or decline
Section 2: Human Capital Planning				
2.1	Staffing	Assessment is not based on evidence and there is no attempt to consider impact factors, opportunities, or deficiencies	Assessment considers some impact factors, opportunities, or deficiencies	Multiple impact factors are considered, assessments for opportunities, or deficiencies are clearly described
2.2	Professional Development	Assessment is not based on evidence and there is no attempt to consider impact factors, opportunities, or deficiencies	Assessment considers some impact factors, opportunities, or deficiencies	Multiple impact factors are considered, assessments for opportunities, or deficiencies are clearly described
Section 3: Facilities Planning				
3.1	Facilities	Assessment is not based on evidence and there is no attempt to consider impact factors, opportunities, or deficiencies	Assessment considers some impact factors, opportunities, or deficiencies	Multiple impact factors are considered, assessments for opportunities, or deficiencies are clearly described
Section 4: Technology Planning				
4.1	Technology	Assessment is not based on evidence and there is no attempt to consider impact factors, opportunities, or deficiencies	Assessment considers some impact factors, opportunities, or deficiencies	Multiple impact factors are considered, assessments for opportunities, or deficiencies are clearly described
Section 5: New and Ongoing Initiatives				
5.1	New and Ongoing Initiatives	There is no clear initiative	The initiative is partially described	The initiative is clearly described
		The initiative does not align with the College Mission	The initiative somewhat aligns with the College Mission	The initiative clearly aligns with the College Mission
		There is no evidence to support the initiative	There is evidence that somewhat supports the initiative	There is evidence that clearly supports the initiative
		There was no connection between the resources and the associated initiatives	There were some connections between the resources and the associated initiatives	There was clear connection between the resources and the associated initiatives
		There is no clear outcome	There are non-measurable outcomes	There are clear measurable outcomes
Section 6: Prioritization				
6.1	Prioritization	Initiatives are not prioritized	Initiatives are somewhat prioritized	Initiatives are prioritized
Section 7: Feedback				
7.1	Comments	Recommendations for consideration and improvement to the department review document		
		Recommendations for consideration and improvement to the department		
		Commendations for exemplary achievements		
Section 8: Validation				
8.1	Validation of Completeness (fall)	Incomplete with major revisions (May be validated)	Complete and meets the minimum standard	Complete with commendations
8.2	Validation (spring)	Department Review may be validated with major improvements	Department Review may be validated with minor improvements	Department Review is validated