

**North Central State College**  
**Academic Department/Program**  
**Scoring Matrix Rubric**

**Department/Program Title:**

**Date of Evaluation:**

**Date of Last Evaluation:**

**Staff contributing to review:**

**Directions for completing this review:**

A 'yes' or 'no' response is required for each item.

If an item does not apply to the department/program, must indicate it as "non-applicable" or "NA".

For each "no", a comment describing the plan for corrective action and improvement as related to the evaluation item.

For each "yes", a comment to strengthen the position of the department/ program by elaborating as appropriate or attach appropriate documentation.

Appropriate documents as requested are part of the Appendixes.

**How is the Program Review used:**

To assess quality, effectiveness and relevance of the training to the needs of students and employers.

To identify strengths and opportunities for continuous improvement.

To develop and implement an action plan to address relevant opportunities.

Standards	YES	NO	N/A	COMMENTS, RECOMMENDATIONS, AREAS FOR IMPROVEMENT
<b>I. Department/Program Mission &amp; Vision</b>				
<i><b>I-A. Does the program have a written:</b></i> 1. mission statement? 2. vision statement?				
<i><b>I-B. Does the mission statement:</b></i> 1. provide a clear understanding of the purpose of the program?  2. Is the mission statement aligned with the College's mission/ vision statement?				
<b>II. Department/Program Enrollment, Appendix A.</b>				
<i><b>II-A. Department Enrollment - Three Year average</b></i>  <i>Did the department provide a table of enrollment based by course(s)?</i>  <i>Course Section enrollment compared to capacity?</i>  <i>Is the enrollment trend increasing or decreasing?</i>				

<p><b>II-B Program Enrollment - Three year average</b></p> <p><i>Is the program's enrollment increasing or decreasing?</i></p> <p><i>Pre-enrollment number increasing or decreasing?</i></p> <p><i>Is the attrition rate acceptable to the College according to the US Department of Education?</i></p> <p><i>If unacceptable is there a plan to address the issue?</i></p>				
<p><b>II-C.</b> <i>Is there a recruitment plan in place to recruit students?</i></p>				
<p><b>III. Labor Market Appendix B.</b></p>				
<p><i>III-A. Did the program/department provide a table accurately identifying:</i></p> <p><i>Future market trend? (Note whether the labor market is stable, increasing or decreasing.)</i></p>				
<p><b>III-B. Percent of graduates working</b></p>				

<p><i>The program/ department provided data on graduate employment in their field of study or related field?</i></p>				
<p><b>III-C. Continuing on with College work</b></p> <p><i>The program/ department provided data on graduates who are/have continued their college education</i></p>				
<p><b>IV. Curriculum Appendix C. and D.</b></p>				
<p><b>IV-A. PROGRAM OUTCOMES &amp; COMPETENCIES</b></p> <p><i>1. Has the program/ department provided 3 years of Program Review data to review?</i></p> <p><i>Are there summaries and trend data available?</i></p>				
<p><i>2. Has the program/ department provided adequate document to ensure instructors (including part-time and adjunct) work cooperatively to deliver a coordinated curriculum?</i></p>				
<p><i>3. Are the College's Core Learning Outcomes adequately addressed</i></p>				

<i>throughout the curriculum?</i>				
<i>4. Did the program/ department provide examples or describe instructors use of a variety of teaching techniques and instructional approaches to meet individual learner needs? Class? Lab? Co-op?</i>				
<i>5. Are courses and technical assistance offered to meet: Is there documentation describing:</i>  <i>a. continuing education needs of those in the occupational field?</i>  <i>b. business and industry needs for new and emerging technologies and practices?</i>				
<i>6. Is the department utilizing alternative delivery systems (computer-based training, internet, and interactive television) used to reach a wider range of learners?</i>  <i>If yes, is there documentation these delivery systems are evaluated?</i>				
<i>7. Are the program's course syllabi being reviewed and revised? Table provided?</i>				
<b>V. Facilities,</b>				

<b>Equipment, Resources, Technology</b>				
<p><b>V-A. Are the classrooms, labs, and offices:</b></p> <p><i>Has the department demonstrated that classrooms, labs, and office space are adequate to meet the goals, objectives, outcomes, and competencies of the department or program?</i></p>				
<p><b>V-B. Are the equipment and tools:</b></p> <p><i>Has the department demonstrated the equipment and tools are adequate to meet the goals, objectives, outcomes, and competencies of the department or program?</i></p>				
<p><b>V-C. Replacement Plan:</b></p> <p><i>Is there a written plan in place for acquiring, maintaining, and replacing facilities and equipment relevant to program/department goals?</i></p> <p><i>Is the plan updated on a regular basis?</i></p> <p><i>Is the program plan aligned with the College's overall plans for equipment and facilities?</i></p>				
<p><b>V-D. Input:</b></p> <p><i>Do students, staff, faculty, and advisory committee</i></p>				

<p><i>members have opportunities for input regarding facilities and equipment planning and procurement?</i></p>				
<p><b>V-E. Are educational resources (books, periodicals, computer software, videos, internet):</b>  1. available?  2. relevant and up-to-date?  3. sufficient in number?  4. cooperatively selected, maintained and updated by faculty and learning resource/library staff?</p>				
<p><b>V-F. STAFFING</b></p> <p><i>Is the program appropriately staffed in the following areas to carry out all aspects of its mission:</i>  1. faculty (full-time, part-time, and adjunct)?  2. support staff?</p>				
<p><b>V-G Professional Development:</b></p> <p><i>Is there a professional development plan for each full time faculty?</i></p> <p><i>Does this plan address maintaining professional competency?</i></p>				
<p><b>VI. Advisory</b></p>				

<b>Committee</b>				
<p><b>VI-A. Bylaws:</b></p> <p><i>Are there Bylaws adopted which outlines Board membership recruitment and rotation plan?</i></p> <p><i>Procedures?</i></p>				
<p><b>VI-B. Board makeup:</b></p> <p><i>Did the program/department identify the makeup and purpose of each Board member?</i></p>				
<p><b>VI-C. Does the program Advisory Committee meet at least twice a year and have documented input regarding:</b></p> <p><i>1. curriculum?</i></p> <p><i>2. budget?</i></p> <p><i>3. equipment and facilities?</i></p> <p><i>4. program planning and evaluation?</i></p> <p><i>5. job placement?</i></p> <p><i>6. recruitment?</i></p>				
<p><b>VII. Student Access and Services</b></p>				
<p><b>VII-A. Do promotional materials and activities clearly convey the program mission and employment opportunities for students and graduates?</b></p>				
<p><b>VII-B. Are effective strategies used to</b></p>				



<p><i>promote the program both internally and externally?</i></p>				
<p><i>VII-C. Do students have the opportunity to participate in student and/or professional organizations?</i></p>				
<p><i>VII-D. Are faculty and staff aware of college resources and support services available to all learners and do they make appropriate referrals?</i></p>				
<p><i>VII-E. Are support services (tutoring, counseling, interpreting) available for:</i></p> <ol style="list-style-type: none"> <li><i>1. day, evening and weekend learners</i></li> <li><i>2. branch campus and off-campus learners</i></li> </ol>				
<p><i>VII-F. Are the following clearly communicated to potential students:</i></p> <ol style="list-style-type: none"> <li><i>1. background desirable for success in the program?</i></li> <li><i>2. assessment services?</i></li> <li><i>3. entrance requirements?</i></li> <li><i>4. career information?</i></li> <li><i>5. procedures for advanced standing?</i></li> <li><i>Credit for prior learning</i></li> <li><i>6. financial aid?</i></li> <li><i>7. graduation</i></li> </ol>				

requirements? 8. employment opportunities?				
<b>VIII. Program/ Department Cost Analysis</b>				
Did the program/ Department provide a cost analysis?				
<b>Conclusion</b>				
<b>Strengths:</b>  Did the program/ department describe the strengths adequately ?  What are the top 3 strengths?				
<b>Weaknesses/opportunities:</b>  Did the program/ department describe the weakness/opportunities adequately?  What are the top 3 weaknesses?				
<b>Action Plan:</b>  Is there a plan to address the weaknesses or opportunities of the program/department?  Does this plan outline alternatives to address the weaknesses or opportunities?  What is/are the				

<i>recommendation(s) of the program/department ?</i>				
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**What is/are the recommendation(s) of the program/department ?**