<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Mission is well defined</td>
<td>☐ Mission is defined</td>
<td>☐ Mission is vaguely defined</td>
<td>☐ Mission is not defined</td>
<td></td>
</tr>
<tr>
<td>☐ Mission is specific to the unit (identifies what it does that separates it from other units)</td>
<td>☐ Mission is mostly specific to the unit</td>
<td>☐ Mission is not specific to unit</td>
<td>☐ Vision is missing or not applicable</td>
<td></td>
</tr>
<tr>
<td>☐ Vision is clear and thoughtful</td>
<td>☐ Vision is meaningful and expresses ideals of the program/department</td>
<td>☐ Vision lacks clarity or purpose</td>
<td>☐ Mission and Vision do not align with BCC Mission and Vision</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Provides comprehensive description of program/department organization</td>
<td>☐ Provides adequate description of program/department organization</td>
<td>☐ Provides limited description of program/department organization</td>
<td>☐ Program/department minimally or not defined</td>
<td></td>
</tr>
<tr>
<td>☐ Staffing and structure are thoroughly addressed</td>
<td>☐ Staffing and structure are sufficiently addressed</td>
<td>☐ Staffing and structure are somewhat addressed</td>
<td>☐ Staffing and structure are minimally or not addressed</td>
<td></td>
</tr>
<tr>
<td>☐ Clearly identifies all stakeholders and services</td>
<td>☐ Most stakeholders and services are identified</td>
<td>☐ Identifies some stakeholders and services</td>
<td>☐ Stakeholders and services are only vaguely identified</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ (3.A.) Performance data entered and trends discussed thoroughly</td>
<td>☐ (3.A.) Performance data entered and trends briefly discussed</td>
<td>☐ (3.A.) Performance data entered; trends not described</td>
<td>☐ (3.A.) Performance data not entered or not complete; trends not included</td>
<td></td>
</tr>
<tr>
<td>☐ (3.B.1. and 3.B.2.) Includes PLO and SLO assessment findings and discusses changes made as a result.</td>
<td>☐ (3.B.1. and 3.B.2.) Includes some PLO and SLO assessment findings with brief discussion of changes made as a result.</td>
<td>☐ (3.B.1. and 3.B.2.) Includes minimal PLO and SLO assessment findings with very little discussion of changes made.</td>
<td>☐ (3.B.1. and 3.B.2.) PLO and SLO assessment findings are not included</td>
<td></td>
</tr>
<tr>
<td>☐ (3.B.3. and 3.C.3.) A comprehensive plan is presented for the next assessment cycle.</td>
<td>☐ (3.B.3. and 3.C.3.) An adequate plan is presented for the next assessment cycle.</td>
<td>☐ (3.B.3. and 3.C.3.) Plans for the next assessment cycle are vague.</td>
<td>☐ (3.B.3. and 3.C.3.) Does not include plans for next assessment cycle</td>
<td></td>
</tr>
<tr>
<td>☐ (3.C.4.) Includes detailed analysis of data on long term goals and objectives</td>
<td>☐ (3.C.4.) Includes analysis of data on long term goals and objectives</td>
<td>☐ (3.C.4.) Contains only superficial analysis of data on long term goals and objectives</td>
<td>☐ (3.C.4.) Analysis of data on long term goals and objectives is limited or missing</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

Rev. 2014.09
### 3. (NI) Data

**Score:**

| 4 | 3 | 2 | 1 |

- ☐ (3.A.1.) Assessment measures include comprehensive and relevant quantitative and qualitative data.
- ☐ (3.A.2. and 3.B.1.) Summary of assessment results provides thorough evaluation of data and an in-depth analysis of the findings.
- ☐ (3.B.2.) Contains detailed description of improvements made or planned as a result of outcomes assessment process.

**Comments:**

---

### 4. (I) Curriculum

**Score:**

| 4 | 3 | 2 | 1 |

- ☐ Program review accurately reflects course offerings and honestly assesses new courses and/or personnel that may be needed.
- ☐ Describes and analyzes revisions and updates to the program, as applicable.

**Comments:**

---

### 4. (NI) Policies & Processes

**Score:**

| 4 | 3 | 2 | 1 |

- ☐ Strong knowledge of changes to internal and external regulations and impact on department. Forward-thinking narrative that includes information about possible changes to regulations and future impacts on the unit, as applicable.
- ☐ Detailed description of changes/updates to policies and processes in department, as applicable.
- ☐ Analyzes departmental policies and processes in terms of effectiveness and contribution to student success.

**Comments:**

---

Rev. 2014.09
<table>
<thead>
<tr>
<th>Program/Unit Name:</th>
<th>Reviewer:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### 5. Internal Factors

**Score:**
- □ 4
- □ 3
- □ 2
- □ 1

- □ Comprehensive evaluation of strengths.
- □ Comprehensive evaluation of weaknesses.
- □ Extensive evaluation of progress since last program review.

#### Description

- □ Description of strengths adequate.
- □ Description of weaknesses adequate.
- □ Adequate evaluation of progress since last program review.

#### Comments:

#### 6. External Factors

**Score:**
- □ 4
- □ 3
- □ 2
- □ 1

- □ Comprehensive evaluation of opportunities.
- □ Comprehensive evaluation of threats.
- □ Extensive evaluation of progress since last program review.

#### Description

- □ Descriptions of opportunities adequate.
- □ Descriptions of threats adequate.
- □ Adequate evaluation of progress since last program review.

#### Comments:

#### 7. Continuing Education and Professional Development

**Score:**
- □ 4
- □ 3
- □ 2
- □ 1

- □ Continuing Education/Professional Development opportunities are clearly described for all areas of the unit.
- □ An ongoing plan for CE/PD and how it will benefit the unit is included.

#### Description

- □ Continuing Education/Professional Development opportunities are listed.
- □ A plan for continuing CE/PD is included.
- □ Minimal plans for continuing CE/PD.

#### Comments:

#### 8. Prior Goals and Objectives

**Score:**
- □ 4
- □ 3
- □ 2
- □ 1

- □ Significant progress on previous goals and objectives has been made.
- □ Each of the goals and objectives has been linked to increasing the effectiveness of the unit.
- □ All goals and objectives have been assessed, analyzed and evaluated.

#### Description

- □ Progress on previous goals and objectives is sufficient.
- □ Description of progress is linked to the overall effectiveness of the unit.
- □ Most of the goals and objectives have been assessed.

#### Comments:

Rev. 2014.09
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Plans are well defined and present a detailed plan to improve the unit</td>
<td>Action Plans are adequate.</td>
<td>Action Plans are vague</td>
<td>Action plans are not defined</td>
<td></td>
</tr>
<tr>
<td>Action Plans are attainable within the time period.</td>
<td>Action Plans address some previous assessment activity.</td>
<td>Action Plans not specific to targeted time period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit needs were identified through assessment.</td>
<td>Few unit needs drawn from previous assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Score: 4 3 2 1

Comments:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources needed are clearly identified.</td>
<td>Resources needed are adequately identified.</td>
<td>Identification and/or definition of resources needed is limited</td>
<td>Budget Allocation Proposal was missing or lacked effort.</td>
<td></td>
</tr>
<tr>
<td>Program Review gave solid reasoning for resource request, and included appropriate data for support.</td>
<td>Budget Allocation Proposal attached, with some connections to the planning process and program review.</td>
<td>Budget Allocation Proposal was attached, but lacks connection to the planning process and/or the program review.</td>
<td>Program Review made no connection to resource request.</td>
<td></td>
</tr>
<tr>
<td>Program Review tied resource request to Goals/Objectives/Actions.</td>
<td>Adequate reasoning provided for resource request, with some data included.</td>
<td>Program Review lacked adequate reasoning, and/or data to support resource request.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Allocation Proposal was attached, was clearly filled out, and made solid connections to the planning process, including the program review.</td>
<td>Goals/Objectives/Actions and/or Program Review reference the need for the resource request.</td>
<td>Program Review and/or Goals/Objectives/Actions have only limited ties to resource request.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Score: 4 3 2 1

Comments:

Overall Program Review Comments: