Instructional Annual Update Rubric Spring 2023

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| **Annual update section** | **Completed** | **Not Completed** |
| **Part I: Review of Data** | Put an X in completed or not completed. Reminder: programs were expected to do the Institutional Set Standards data analysis but not the Institutional SLO data analysis |
|  | **Exceeds expectations** | **Meets expectations** | **Provisional, needs improvement** | **Does not meet expectations** |
| **Part II: Additional Resource Request Reasoning and Support** | The request is described in detail. A logical explanation is included that makes a clear case for how this additional resource will enhance the program’s services, etc. The request is connected to the College’s mission or other institutional structures as well as the last program review self-study. | The request is described clearly. A logical explanation is included that makes a case for how this additional resource will enhance the program’s services, etc. The request may be connected to the College’s mission or other institutional structures or the last program review self-study. | The request is described. An explanation is included but it may not fully make the case for how this additional resource will enhance the program’s services, etc. The request may not be connected to the College’s mission, other institutional structures, or the last program review self-study. | The request is not described clearly. Explanation is missing or may not make a clear case for how this additional resource will enhance the program’s services, etc. The request is not connected to the College’s mission or other institutional structures nor the last program review self-study. |
| **Part III: Resource Request Funding** | Form for each request is filled out fully with specific information. | Form for each request is filled out with basic information. | Information in form is very general or not clearly connected to the request | Information in form is missing or confusing |