

Writing & Language Center Rubric

A. Program Mission Statement

Narrative Criteria

The Program Mission Statement

- clearly states the purpose of the program
- indicates the primary function
- indicates the activities of the program
- describes the programs' aspirational goals for the future and what the program hopes to achieve
- reflects the program's priorities and values
- indicates who the students and/or stakeholders are
- is aligned to the college mission statement
- is clear and concise

Meets Expectations

Needs Improvement

Feedback

N/A

B. Students Returning for Services

3. What do you observe in the data above? What do you want the college to understand about your program?

Narrative Criteria

- aligns with data
- is informed by data
- is within the control of the program

Meets Expectations

Needs Improvement

4. Describe the proposed actions or next steps to maintain or improve the data by student group.

Narrative Criteria

- Actions are informed by data
- Actions are within department control
- Actions are demonstrable (what are the deliverables)
- Outcomes are measurable
- Possible to accomplish including short term, as well as long term (e.g., aspirational and practical)

Meets Expectations

Needs Improvement

Feedback

No feedback

C. Course Success for WLC Students

6. What do you observe in the data above? What do you want the college to understand about your program?

Narrative Criteria

- aligns with data
- is informed by data
- is within the control of the program

- Meets Expectations
 Needs Improvement

7. Describe the proposed actions or next steps to maintain or improve the data by student group.

Narrative Criteria

- Actions are informed by data
- Actions are within department control
- Actions are demonstrable (what are the deliverables)
- Outcomes are measurable
- Possible to accomplish including short term, as well as long term (e.g., aspirational and practical)

- Meets Expectations
 Needs Improvement

Feedback

How does increasing the amount of embedded tutors in core classes help the large number of students who visit the WLC for different writing needs (which seems to be increasing)?

D. Service Area Objective Addendum

1. What are the service area outcomes & strategic objectives for the coming year?

Narrative Criteria

- Outcomes/objectives are informed by data
- Outcomes/objectives are within department control
- Outcomes/objectives are demonstrable/actionable
- Outcomes/objectives are measurable
- Possible to accomplish including short term, as well as long term (e.g., aspirational and practical)

- Meets Expectations

Needs Improvement

2. What is your implementation plan for the above-mentioned objectives?

Narrative Criteria

- Actions are informed by data
- Actions are within department control
- Actions are demonstrable
- Outcomes are measurable
- Possible to accomplish including short term, as well as long term (e.g., aspirational and practical)

Meets Expectations

Needs Improvement

Feedback

suggest remove word "enough" from "... faced challenges with enough staffing ..."

Example:

.. faced challenges with getting enough staffing ...

The original wording, to one of the readers, implies:

(even with) enough staffing, we faced challenges.

Which indicates a reader that "Well, staffing is not their problems. Their challenges are elsewhere..."

Our assumption was that: You are facing challenges in staffing itself, not despite it.

E. Enrollment Trends

1. What do you observe in the data above in relation to your goals? What do you want the college to understand about the census enrollment in your program?

2. What actions does your program plan to take?

Narrative Criteria

- aligns with data
- is informed by data
- is within the control of the program
- has measurable outcomes

Meets Expectations

Needs Improvement

Feedback

N/A

F. Enrollment by Student Demographics

4. What do you observe in the data above in relation to your goals? What do you want the college to understand about enrollment by gender in your program?

5. What actions does your program plan to take?

Narrative Criteria

- aligns with data
- is informed by data
- is within the control of the program
- has measurable outcomes

- Meets Expectations
 Needs Improvement

7. What do you observe in the data above in relation to your goals? What do you want the college to understand about enrollment by ethnicity in your program?

8. What actions does your program plan to take?

Narrative Criteria

- aligns with data
- is informed by data
- is within the control of the program
- has measurable outcomes

- Meets Expectations
 Needs Improvement

Feedback

Since you stated you would benefit from reviewing English Enrollment demographics, the action plan should also refer to the IR request
Also, what is the plan for cross-referencing with campus-wide demographics data (Q7)
In Q8 - concrete action steps are intermingled with hopeful and hypothetical statements.
Suggest grouping or emphasizing the concrete action steps that are able to be measured.

G. Summative Evaluation

Overall, the Comprehensive Program Review

- Meets Expectations
 Needs Improvement

Feedback

N/A

This form is completed and ready for acceptance.