**Collin College**

**Rubric for Reviewing Quality of Continuous Improvement Plan**

Program/Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Overall Rating** | **Accepted** | **Accepted with Recommendations** | **Revisit/Revise** |
| **Expected Outcomes** | Academic/Workforce programs include 3 program learning outcomes (best practice)  Are specific and measurable | Academic/Workforce programs must include at least 1 program learning outcome  Somewhat specific and/or measurable | Academic/Workforce program have no program learning outcome  Not specific or measurable |
| **Measures** | Clearly defines the instrument or process used to measure the outcome  Clearly defines what course/semester and/or frequency in which the measure will be used  Clearly aligns/appropriate for outcome | Somewhat clearly defines the instrument or process used to measure the outcome  Somewhat defines frequency of and/or location of where measurement will occur  Somewhat aligns/appropriate for outcome | Unclear what process or instrument will be used to measure the outcome  Unclear when and how often the measure will be used  Unclear or is not aligned/appropriate for outcome |
| **Targets** | Clearly defined, indicating the degree of success expected for the outcome | Somewhat clearly defined, indicating the degree of success expected for the outcome | Unclear what success rate/degree is expected for the outcome or is not consistent with proposed target |
| **Action Plan** | Clearly defines what actions will be taken to accomplish the outcome | Somewhat clearly defines what actions will be taken to accomplish the outcome | Unclear what actions will be taken to accomplish the outcome |
| **Results Summary** | Clearly summarizes the information and data collected in Year 1 | Somewhat clearly summarizes the information and data collected in Year 1 | Unclear or no summary of information and data collected in Year 1 |
| **Findings** | Clear explanation of how the information/data or action plan has impacted the expected outcome and program/unit success | Somewhat clear explanation of how the information/data or action plan has impacted the expected outcome and program/unit success | Unclear or no explanation of how the information/data or action plan has impacted the expected outcome and program/unit success |
| **Implementation of Findings** | Clearly defines what improvements have been made to the program OR why attempted improvements/action plan may have failed. If needed, what adjustments will now be made | Somewhat clearly defines what improvements have been made to the program OR why attempted improvements/action plan may have failed | Unclear that any improvements have been made OR attempted by program, no mention of adjustments needed |
| Notes: | | | |

***\*any designation of Revisit/Revise indicates that the program/unit should revise the item noted and re-submit their plan as soon as possible***

Adapted from University of Central Arkansas