**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