

**Riverside City College**

**Program Review Checklist CURRENT AS OF DECEMBER 9, 2020**

**Disciplines and Departments**

*This checklist is designed to help disciplines and departments complete their PRaP's.*

<b>Initiative Format and Process</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Comments / Recommendations</b>
Prior year initiative action plans have updates:			
<i>What was prioritized (if prioritization was needed)?</i>			
<i>What was funded?</i>			
<i>What was implemented?</i>			
<i>What results / assessment have occurred as a result of the action plan?</i>			
<i>How have these results / outcomes of the assessment been communicated?</i>			
New / active initiatives include yearly action plans:			
<i>Are you committed to data informing this action plan / decision?</i>			
<i>How will this move the needle, looking through the lens of our college goals?</i>			
<i>How do we assess the outcome?</i>			
Initiatives are mapped with College Objectives and Goals			
Faculty prioritization worksheets completed (if faculty requested)			
Discipline / Department priorities are clearly identified			
Inter-Department initiatives have been coordinated			

<b>Communication Process</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Comments / Recommendations</b>
Has discipline faciliator shared the PRaP with discipline members?			
Has department faciliator shared the PRaP with department members?			
Has department chair/faciliator shared the PRaP with the division dean?			

<b>Initiative Content</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Comments / Recommendations</b>
Have you captured how PRaP has identified needed curriculum changes and what those changes are?			
Initiatives are clearly defined and supported / documented			
Initiatives demonstrate support of College Objectives and Goals			
Initiatives demonstrate support of Guided Pathways Goals and Objectives			
Initiatives demonstrate support of Student Equity Goals and Objectives			
Initiatives support movement of the Vision for Success Goals			

Initiatives that are time sensitive / timeline-bound are clearly documented			
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**Resource Request Checklist (VP West's Team will provide an additional worksheets for resource requests)**

*Complete this checklist for resource requests*

Did the discipline / department experience an urgent resource need during this last cycle? How was it resolved?			
Life cycle resource requests have been communicated / coordinated with Business Services			
Physical plant requests including facilities and furniture have been communicated / coordinated with Facilities			
Initiatives with resources requested over multiple years are clearly written and the subsequent year costs are adequately explained / documented			
Resource requests directly relate to the initiative			
Initiatives with multiple resource request categories are easily identifiable and able to be reviewed and prioritized			
Initiatives that are contingent on having a personnel position prioritized are clearly identified.			
Grant-funded resource requests are clearly identified and separated from those needing prioritization			

**Initiative-Specific Comments**

(Use this space to identify specific initiatives which might need additional support / documentation)
