

**Student Services / Administrative Area
Annual Review Rubric (10/2026)**

	Exemplary	Satisfactory	Developing
Student Services / Administrative Area Information	Program mission clearly aligns with the mission of the college. Substantial and specific examples included. Clear and concise.	Program mission aligns with the mission of the college. Some examples included. Clear and concise.	Program mission needs more clarification about how it aligns with the mission of the college. Administrative oversight is not apparent.
Area Data & Updates	Data and updates are complete and insightful; commentary was given regarding factors that may have contributed to program or discipline changes; Factors impacting student achievement and learning are described in detail; Student equity data is discussed	Data and updates are complete and some comparative comments regarding program or discipline changes are present; Factors impacting student achievement and learning are clearly stated; student equity data is discussed briefly.	Some information may be missing or is unclear; Comparative analysis is absent or sparse regarding program or discipline changes and/or factors impacting student achievement and learning; student equity data is not discussed or is unclear.
Resource Requests	Requests are clearly linked to a plan and informed by assessment/data, estimated ongoing or onetime costs are provided, and impact on students is included. If appropriate feasibility consultations have been completed and relevant policy, law, or accreditation information is provided.	A related plan(s) are included and there is some connection made between the plan and resource request. Costs and student impact estimates are provided and if appropriate, feasibility consultations have been completed.	Some information is unclear or not included. Requests are not clearly linked to a plan. Appropriate consultation and/or cost and student impact estimations not included.