

Unit Name: _____

Date _____

CERC Member Name: _____

COLLEGE EFFECTIVENESS REVIEW COMMITTEE (CERC)
Evaluation Tool for Comprehensive UNIT Reviews

Purpose: This tool is used to evaluate Comprehensive NON-INSTRUCTIONAL UNIT Reviews for the AY14-16 review period. CERC members will complete one evaluation sheet for each submitted unit review.

Recommendations and Comments: Please provide the unit with feedback and recommendations for improvement (see text box, page 3). Be as specific and detailed as possible. Constructive feedback helps unit faculty and staff understand their review scores and improve their future review reports. Thoughtful recommendations can help units enrich their contributions to the College in support of students' academic and career success.

Instructions: Rate how clearly and completely the unit's report describes, explains, analyzes, documents and provides evidence *as appropriate* in response to the questions and prompts in each section of the review template related to the topics below. Units may provide information in more than one table or cell in the report, so consider the entire section of the report when assigning point scores to individual topics.

Scoring: Score each topic from ZERO POINTS ("0") up to the MAX POINTS allowed for each topic below. Units may earn a maximum of 100 points.

SCORING GUIDE:

Zero points = no discussion of topic; no analysis.

Mid-range points = limited or incomplete discussion of topic; limited or incomplete analysis.

High-range points = appropriate, full discussion of topic; meaningful analysis.

PART I: THE UNIT		POINTS
Unit mission/goals, description.	Max points = 1	
Significant Unit activities, successes/accomplishments and challenges/obstacles.	Max points = 8	
Data and analysis on unit operations, services and functions, including (as applicable) ARPD data and Health Scores (Demand, Effectiveness, Efficiency, Overall), and other types of data provided the unit.	Max points = 8	
Support for and contributions to the College's Mission and ILOs.	Max points = 5	
<i>MAX CERC POINTS THIS SECTION = 22</i>	SECTION SCORE	
<i>Assessment evidence/reports will be evaluated by Assessment Committee.</i>	Max points = 8	
<i>MAX POINTS THIS SECTION = 30</i>	OVERALL SECTION SCORE	

PART II: UNIT ACTION PLAN		
Action Goals (action items) for unit improvement.	Max points = 6	
Tactics, strategies and implementation plans proposed to meet unit action goals/action plans.	Max points = 9	
Potential to positively impact unit operations, services, functions, activities.	Max points = 8	
Potential to positively increase achievement of the unit's service outcomes.	Max points = 6	
Alignment with the College's <i>Strategic Directions 2015-2021</i>.	Max points = 6	
<i>MAX POINTS THIS SECTION = 35</i>	SECTION SCORE	

PART III: RESOURCES and ALLOCATION REQUESTS		
Resource Inventory and Resource “Gap” analyses.	Max points = 2	
Resource Allocation Requests: required information and data provided.	Max points = 6	
Resource Allocation Requests: justification and rationale.	Max points = 12	
Resource Allocation Requests: alignment to unit’s action goals.	Max points = 5	
Resource Allocation Requests: alignment to College’s <i>Strategic Direction 2015-2021</i>.	Max points = 5	
Discussion of consequence if College cannot allocate resource(s) as requested.	Max points = 5	
MAX POINTS THIS SECTION = 35	SECTION SCORE	

SECTION SCORES	
PART I: THE UNIT	
PART I: ASSESSMENT	
PART II: UNIT ACTION PLAN	
PART III: RESOURCES and ALLOCATION REQUESTS	
TOTAL SCORE	

