

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 AY15-17 review period.

**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 their 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.

**Reviewers should highlight Budget & Resource Asks recommendations for consideration by the Chancellor.**

**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.

<b>PART I: UNIT DATA AND INFORMATION</b>		<b>POINTS</b>
Unit mission/goals, description.	Max points = 1	
Previous Comprehensive Review and CERC recommendations (addressed? Yes/No)	(no points)	
Data and analysis of the unit's AY15 through AY17 data, including the unit's contribution to its Division's health scores in the Demand, Efficiency, Effectiveness and Overall Health categories, and CCSSE categories, as applicable.	Max points = 8	
Significant unit activities, successes/accomplishments and challenges/obstacles.	Max points = 8	
Contributions to the College's Mission and ILOs.	Max points = 5	
<i>MAX CERC POINTS THIS SECTION = 22</i>	<b>SECTION SCORE</b>	
Unit and Student Learning Outcomes Assessment: <i>Assessment evidence/reports will be evaluated by the Assessment Committee.</i>	Max points = 8	
<i>MAX POINTS THIS SECTION = 30</i>	<b>OVERALL SECTION SCORE</b>	

<b>PART II: RESOURCES INVENTORY</b>		
Resource Inventory and Resource "Gap" analyses. (addressed? Yes/No)	(no points)	

<b>PART III: 3-YEAR ACTION PLAN &amp; RESOURCE ALLOCATIONS REQUESTS</b>		
Action Plan: goals for unit improvement.	Max points = 6	
Action Items to Accomplish Action Plan: tactics, strategies and implementation plans proposed to meet unit action goals/action plans.	Max points = 9	
Potential to positively impact improvements in unit services, operations and functions ,and achievement of the unit's outcomes (UOs and SLOs).	Max points = 8	
Potential to positively increase student success.	Max points = 6	
Alignment with the College's <u>Strategic Directions 2015-2021</u> .	Max points = 6	
<i>MAX POINTS THIS SECTION = 35</i>	<b>SECTION SCORE</b>	

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	
<b>MAX POINTS THIS SECTION = 33</b>		<b>SECTION SCORE</b>

<b>SECTION SCORES</b>		
<b>PART I: UNIT DATA &amp; INFORMATION</b>		
<b>PART I: UNIT OUTCOMES ASSESSMENT</b>		
<b>PART II: RESOURCE INVENTORY</b>		
<b>PART III: UNIT ACTION PLAN</b>		
<b>PART III: RESOURCES ALLOCATION REQUESTS</b>		
<b>TOTAL SCORE</b>		

<b>Recommendations and Comments:</b>
--------------------------------------

