**(fill in program/unit here and YEAR)**

1. Complete each section by marking an “X” in the appropriate column to indicate the level of development for each item in the rubric:
   1. Green – **participation and process/procedures** highly developed b. Yellow – partially developed c. Red - needs developed
   2. Indicate **NA** for an item that is not applicable to the program or service.
2. This is from your perspective of how well the process, procedure, or item in the checklist has been developed
   1. The level of development reflects the overall institutional view – not just an individual program or service.
   2. Example: Staff complete assigned work within timelines. If working with other departments and staff within those departments continually miss deadlines that are critical to providing a positive learning environment or services for students and staff a yellow or even red level of development may be indicated.
   3. This is not an evaluation of an individual or employee performance

Detailed instructions located on the last page

# Mandatory Reporting and Compliance Requirements Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Compliance and mandatory reporting plan developed linked to HEOA, Equity & Inclusions, FERPA, Accreditation, and the Core Themes, Objectives, Success Indicators** | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Green flag.jpg  Highly Developed | **C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Yellow flag.jpg**Emerging / Partially Developed | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Red flags.jpgNeeds Developed |
| Comply with ADA, Equal Opportunities Act, and Section 405 of the Rehabilitation Act ([Equity & Inclusion webpage](http://www.socc.edu/notice-of-non-discrimination); OCR requirement**); short statement on all documents** for public/posted (2 pages or less); **long statement** on all other documents. ***Short:*** *Southwestern Oregon Community College is an Equal Opportunity Educator and Employer;* ***Long:*** *See last page of this document* |  |  |  |
| FERPA Training completed for all staff within the unit – how do you know? New employees throughout the year? |  |  |  |
| HEOA required disclosures and reporting completed (link to list available in future – [webpage list](http://www.socc.edu/studentlife/student-consumer-info)) |  |  |  |
| Outcomes and indicators linked to Core Themes, Objectives, Success Indicators; all reports completed on time (Institutional Success Indicator reports if the lead; yearly outcome review and data analysis) |  |  |  |
| Accreditation [standard 2 requirements](http://www.nwccu.org/accreditation/standards-policies/standards/) – scroll down |  |  |  |
| Accreditation [other requirements](http://www.nwccu.org/accreditation/standards-policies/standards/) – review standards and policies as needed |  |  |  |
| Other required reporting or compliance requirements completed – add here (OSHA, Health Inspections, etc.): |  |  |  |
| ***Reflect on what has been accomplished, what is being developed and the documentation of processes:*** | | | |

# Policies, Procedures, Process Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Appropriate policies and procedures for programs and services are established.** Policies and procedures assure access to eligible persons, manage resources effectively, assure compliance with applicable regulations, are consistent with accepted standards of professional practice and support the mission and goals of the College. | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Green flag.jpg  Highly Developed | **C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Yellow flag.jpg**Emerging / Partially Developed | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Red flags.jpgNeeds Developed |
| Policies and procedures apply equally and are enforced equally to all persons |  |  |  |
| Policies and procedures are established and followed for fiscal management. |  |  |  |
| Policies and procedures are established and followed for personnel management |  |  |  |
| Policies and procedures are established and followed for the management of consumable supplies, fixed assets and capital facilities. |  |  |  |
| Policies and procedures are established and followed that assure compliance with applicable regulations. |  |  |  |
| Unit handbook, process documentation, manual created, updated yearly, reviewed yearly, followed |  |  |  |
| Policy review schedule updated; all policies listed on schedule |  |  |  |
| ***Reflect on what has been accomplished, what is being developed and the documentation of processes*** | | | |

# Qualitative Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Appropriate qualitative assessments established.** | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Green flag.jpg  Highly Developed | **C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Yellow flag.jpg**Emerging / Partially Developed | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Red flags.jpgNeeds Developed |
| **Access to Program(s) and Services:** Programs and services are accessible to all eligible persons and additional assistance is provided, when necessary, for persons to be successfully served. Program provides promotional and/or informational material to current and prospective customers in multiple formats. Program provides services to meet the needs of diverse customers (students, staff, business, community). |  |  |  |
| **Organization of Programs and Services:** The organization of programs and services promotes effective service delivery, adequate supervision and management and collaboration between administrative units. Customers are satisfied with services delivered. Services are delivered within allocated budget. Collaboration with other administrative units as needed. |  |  |  |
| **Programs and Services Provided:** The programs and services provided are adequate to meet the needs of students, staff and the community consistent with the mission and goals of the College. Link to Core Themes, Objectives, and Success Indicators. Indicators reviewed and updated as needed; suspended where appropriate; new indicators created as needed. Program reviews completed timely and annual review of data. |  |  |  |
| **Effective Partnerships:** The program has connections in place with business, non-profit organizations, governmental units, professional associations and education to support effective service delivery. |  |  |  |
| **Customer Service:** Customers are satisfied with the range of programs and services provided and the manner in which they are delivered. |  |  |  |
| ***Reflect on what has been accomplished, what is being developed and the documentation of processes:*** | | | |

# Resource and Staffing Review Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Resource Allocation and Staffing assessment established.** | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Green flag.jpg  Highly Developed | **C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Yellow flag.jpg**Emerging / Partially Developed | C:\Users\rbunnell\Documents\My Tableau Repository\Shapes\KPI\Red flags.jpgNeeds Developed |
| **Resource Allocation: Human, physical and financial resources for programs and services are allocated on the basis of identified needs and are adequate to support the services and programs offered.** | | | |
| Staff completes assigned work with acceptable quality within established timelines. |  |  |  |
| Staff have access to sufficient physical resources to complete assigned work with acceptable quality within established timelines. |  |  |  |
| Resources are allocated on the basis of identified needs, prioritized as part of the institutional budgeting process |  |  |  |
| Financial resources are adequate to complete assigned work with acceptable quality within established timelines. |  |  |  |
| ***Reflect on what has been accomplished, what is being developed and the documentation of processes:*** | | | |
| **Services and programs are staffed by qualified individuals whose academic preparation and/or experience are appropriate to their assignments. Assignments are clearly defined and published. The performance of personnel is regularly evaluated.** | | | |
| Staff has appropriate educational credentials and/or experience for their assignments. |  |  |  |
| Assignments are clearly defined and published, job descriptions current reflecting staff assignments |  |  |  |
| Staff appropriately applies policies and procedures and completes assigned work with acceptable quality within established timelines. |  |  |  |
| Staff participates in appropriate continuing education. |  |  |  |
| Each employee participates in professional development activities appropriate to services provided such as:  \* Conferences and workshops  \* Classes and training  \* Listservs  \* Print and electronic publications  \* Professional associations. |  |  |  |
| Each employee has a professional development plan. |  |  |  |
| ***Reflect on what has been accomplished, what is being developed and the documentation of processes:*** | | | |

**Instructions:**

1. Complete each section by marking an “**X**” in the appropriate column to indicate the level of development for each item in the rubric:
   1. Green
   2. Yellow
   3. Red
   4. Indicate **NA** for an item that is not applicable to the program or service.
2. This is from your perspective of how well the process, procedure, or item in the checklist has been developed
   1. There is no right or wrong answer
   2. Ask other staff within your department for their perspective
3. The level of development reflects the overall institutional view – not just an individual program or service.
   1. Example: Staff complete assigned work within timelines. If working with other departments and staff within those departments continually miss deadlines that are critical to providing a positive learning environment or services for students and staff a yellow or even red level of development may be indicated.
   2. This is not an evaluation of an individual or employee performance
4. For items or projects identified for enhancement or improvement:
   1. Include these in the annually updated project timeline of the program review document.
   2. Does the project or item needed require new budget funds? If yes, be sure to include in the annually updated budget request table of the program review document.
   3. Identify lead staff responsible for the item or project.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.