

Student Equity Program Update Evaluation Rubric

Program: _____

Evaluator: _____

Strengths:

Areas for Improvement:

	Unacceptable	Needs Improvement	Meets Expectations
Timeliness			
Completeness			
Participant Lists			
Participants Served (Overall)			
Participants Served Activity 1			
Participants Served Activity 2			
Participant Demographics (Overall)			
Participants Demographics Activity 1			
Participants Demographics Activity 2			
Indicators (Overall)			
Indicators Activity 1			
Indicators Activity 2			
How Measured (Overall)			
How Measured Activity 1			
How Measured Activity 2			
Data (Overall)			
Data Activity 1			
Data Activity 2			

Comments:
Overall (Timeliness, Completeness, Participant Lists):
Participant Data (Participants Served, Demographics):
Outcomes Data (Indicators, Measurement, Data):

Student Equity Program Update Evaluation Rubric

Overall Evaluation Rubric

This rubric may be used to guide your reading of the program updates, and to summarize the information provided for all of the program's equity activities. You are asked to evaluate each activity individually, as well. Please add additional tables if necessary.

	[0] Unacceptable	[1] Needs Improvement	[2] Meets Expectations
Overall			
Timeliness*	No program update submitted	Program update submitted after the deadline	Program update submitted on time
Completeness	Program update is >50% incomplete	Program update has missing information in some areas	Program update complete for all equity activities
Participant Lists*	No participant list submitted	Participant list incomplete	Participant list complete
Notes:			
Participants Data Overall			
Participants Served	No information on participants served included OR actual participants served is >20% less than planned	Actual participants served is <20% less than planned	Number of actual participants served is equal or greater to planned participants served
Participant Demographics*	Participant demographics are not included	Participant demographics do not match target populations	Participants served match target demographics
Notes:			
Outcomes Data Overall			
Indicators	No indicators identified OR the indicators identified are not aligned with program activities/goals AND are not specific or measurable	Indicators require some revisions to be measurable and observable	Indicators are measurable and observable AND are aligned with the program activities/goals
How measured?	Not all indicators have associated measures	Methodology is questionable OR methodology is vaguely	At least one measure/measurement approach per indicator

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	[0] Unacceptable	[1] Needs Improvement	[2] Meets Expectations
		described/may not be developed yet	AND described with sufficient detail
Data	No data or narrative provided	Data or narrative provided is incomplete OR data is not clearly aligned with the corresponding indicator	Provides complete, concise and appropriate data (or narrative) in alignment with the corresponding indicator
Notes:			

*See Program Update Checklist in Template and Feedback Form folder

Please complete the evaluation rubric for each activity identified:

Activity:			
Participants Data			
Participants Served	No information on participants served included OR actual participants served is >20% less than planned	Actual participants served is <20% less than planned	Number of actual participants served is equal or greater to planned participants served
Participant Demographics	Participant demographics are not included	Participant demographics do not match target populations	Participants served match target demographics
Notes:			
Outcomes Data			
Indicators	No indicators identified OR the indicators identified are not aligned with program activities/goals AND are not specific or measurable	Indicators require some revisions to be measurable and observable	Indicators are measurable and observable AND are aligned with the program activities/goals
How measured?	Not all indicators have associated measures	Methodology is questionable OR methodology is vaguely described/may not be developed yet	At least one measure/measurement approach per indicator AND described with sufficient detail

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Data	No data or narrative provided	Data or narrative provided is incomplete OR data is not clearly aligned with the corresponding indicator	Provides complete, concise and appropriate data (or narrative) in alignment with the corresponding indicator
Notes:			