Assessment Report Evaluation Rubric

Administrative Unit Name: **Report Period: 2021-2023**

I. Mission Statement

Exemplary ☐	Acceptable ☐	Developing ☐
- Clear and concise. - Identifies stakeholders. - Specific to the unit (identifies what it does that separates it from other units). - Aligned and consistent with the University and college/division mission statements.	- Clear statement of the unit's purpose - Identifies stakeholders - Aligned and consistent with the University and college/division mission statements (if available).	- General statement of the intent of the unit. - Doesn't identify stakeholders. - Fails to demonstrate clear alignment with University and college/division mission statements. - Too general to distinguish the unit or too specific to encompass the entire mission.
Notes:		

II. Outcomes

Exemplary ☐	Acceptable ☐	Developing ☐
- At least 3 outcomes are listed. - Observable and measurable. - Aligned with unit mission statement and University strategic goals. - Focus on processes and/or student learning, where appropriate. - Clearly address the breadth of knowledge, skills, or services associated with the program. - Clear, specific, well-written; no revision necessary.	- At least 3 outcomes are listed. - Observable and measurable. - Aligned with unit mission statement and University strategic goals. - Focus on processes and/or student learning, where appropriate. - Address the breadth of knowledge, skills, or services associated with the program or unit. - Appropriate, but language may be vague or need revision.	- Fewer than three outcomes are listed. - Unclear how an evaluator could determine whether the outcome has been met. - Describes a process, rather than an outcome. - Incomplete set—does not address the breadth of knowledge, skills, or services associated with the program. - Fails to demonstrate alignment with unit mission statement and University strategic goals.
Notes:		

III. A. Assessment Measures and Achievement Targets

Exemplary ☐	Acceptable ☐	Developing ☐
- Direct measures are used for two or more outcomes. - Assessment instruments are clearly described (and attached, where appropriate). - Assessment instruments reflect sound methodology. - Achievement targets are clearly defined for each measure.	- At least one measure per outcome. - Direct measures are used for one or more outcomes. - Assessment instruments are described. - Achievement targets are identified.	- Not all outcomes have associated measures. - Measurement instruments have not been developed and/or implemented. - Measurement instruments are vaguely described. - Few direct measures are used. - Achievement targets are too general or not listed.
Notes:		

III. B. Summary of Assessment Results

Exemplary ☐	Acceptable ☐	Developing ☐
- Clear, complete, well-developed, and well-organized summaries of results for all assessment measures. - Provides substantial, detailed evidence that targets were met, partially met, or not met for all assessment measures. - Compares new findings to past trends as appropriate. - Includes supporting documentation (rubrics, surveys, tables, charts, etc., as appropriate).	- Clear and well-organized explanation of results for all assessment measures; however, some data may still be in the process of being collected and analyzed. - Provides solid evidence that targets were met, partially met, or not met for all assessment measures. - Includes supporting documentation, as appropriate.	- Incomplete summaries or summaries that are not tied directly to results. - Findings are too general and do not prove whether targets were met, partially met, or not met.

Notes:

III. C. Use of Assessment Results to Improve Unit Services

Exemplary ☐	Acceptable ☐	Developing ☐
- Exhibits solid understanding of results and explains in clear, well-developed paragraphs the implications for the administrative unit. - Identifies key areas that have been (or will be) monitored, remediated, or enhanced as a result of assessment findings. - Describes clear, specific "next steps" for the unit in response to the findings.	- Exhibits solid understanding of results and explains implications for the administrative unit. - Identifies key areas that have been (or will be) monitored, remediated, or enhanced as a result of assessment findings. - Describes "next steps" for the unit in response to the findings.	- Does not tie analysis of assessment results to improvements. - Describes very general improvements; specific details are not provided. - Does not describe "next steps" to improve learning outcomes or administrative services.

Notes:

IV. Assessment Plan for 2023-2025

Acceptable ☐	Developing ☐
- At least three outcomes are listed. - At least one assessment method described per outcome. - Clear achievement targets are described for each outcome.	- Fewer than three outcomes are listed. - Assessment methods are not included. - Achievement targets are unclear or not included.

Notes:

V. Supporting Documentation (if appropriate) is attached in electronic files.   ☐ Yes   ☐ No

VI. Review Process Report has been reviewed and signed by head of administrative unit.   ☐ Yes   ☐ No