

**Administrative and Academic/Student Support Services  
Assessment Reporting Rubric**

Unit Name:

Reporting Year: 2016-2017

<b>MISSION STATEMENT</b>		
<b>Complete/Meets Expectations</b>	<b>Needs Improvement</b>	<b>Incomplete</b>
<input type="checkbox"/> Explicitly aligns with the university's mission statement.	<input type="checkbox"/> Needs refinement to better align with the University's mission statement.	<input type="checkbox"/> Not aligned with the University's mission statement.
<input type="checkbox"/> Describes the unique purpose of the unit.	<input type="checkbox"/> Too general to distinguish the unique purpose of the unit.	<input type="checkbox"/> Does not provide the purpose of the unit.
<input type="checkbox"/> Identifies specific population(s) served by the unit.	<input type="checkbox"/> Does not clearly identify specific population(s) served by the unit.	<input type="checkbox"/> Does not identify population(s) served by the unit.
<input type="checkbox"/> Clear and concise writing.	<input type="checkbox"/> Lacks clear and concise writing.	<input type="checkbox"/> No statement provided.
Notes:		

## GOALS

<b>Complete/Meets Expectations</b>	<b>Needs Improvement</b>	<b>Incomplete</b>
<input type="checkbox"/> Identifies at least 3 goals but no more than 5 goals.	<input type="checkbox"/> Identifies 1 or 2 goals.	<input type="checkbox"/> No goals are identified.
<input type="checkbox"/> Explicitly describes what the unit will achieve for each goal.	<input type="checkbox"/> Needs refinement to better described what will be achieved for each goal.	<input type="checkbox"/> Does not describe what the unit will achieve for any goal.
<input type="checkbox"/> Each goal is clearly aligned to the unit's mission statement.	<input type="checkbox"/> Goals need clarifying to better align with the unit's mission statement.	<input type="checkbox"/> Goals are not aligned to unit's mission statement.

Notes:

## OUTCOMES

<b>Complete/Meets Expectations</b>	<b>Needs Improvement</b>	<b>Incomplete</b>
<input type="checkbox"/> Identifies at least 1 outcome per goal.	<input type="checkbox"/> Identifies at least 1 outcome for some (but not all) goals.	<input type="checkbox"/> No outcomes are identified.
<input type="checkbox"/> Describes the results that will be accomplished by the unit for each outcome.	<input type="checkbox"/> Needs refinement to better describe what will be accomplished for each outcome.	<input type="checkbox"/> Does not describe what will be accomplished by the unit for each outcome.
<input type="checkbox"/> Outcomes are measurable.	<input type="checkbox"/> Some (but not all) outcomes are measurable.	<input type="checkbox"/> Outcomes are not measurable.
<input type="checkbox"/> Each outcome is clearly aligned to a specific goal.	<input type="checkbox"/> Outcomes need clarifying to better align with specific goals.	<input type="checkbox"/> Outcomes are not aligned with specific goals.

Notes:

## ASSESSMENT

<b>Complete/Meets Expectations</b>	<b>Needs Improvement</b>	<b>Incomplete</b>
<input type="checkbox"/> Identifies assessment method(s) for each outcome.	<input type="checkbox"/> Identifies assessment method(s) for some (but not all) outcomes.	<input type="checkbox"/> No assessment methods are identified.
<input type="checkbox"/> Provides specific description of the identified assessment and how it will measure the results for each outcome.	<input type="checkbox"/> Needs refinement to better describe the identified assessment method and how it will measure the results for each outcome.	<input type="checkbox"/> Does not describe the identified assessment or how it will measure the results for each outcome.
<input type="checkbox"/> Each assessment method is clearly aligned to a specific outcome.	<input type="checkbox"/> Assessment methods need clarifying to better align with specific outcomes.	<input type="checkbox"/> Assessment methods are not aligned with specific outcomes.

Notes:

## TARGETS

<b>Complete / Meets Expectations</b>	<b>Needs Improvement</b>	<b>Incomplete</b>
<input type="checkbox"/> Identifies a target for each assessment method.	<input type="checkbox"/> Identifies targets for some (but not all) assessment methods.	<input type="checkbox"/> No targets are identified.
<input type="checkbox"/> Indicates the applicable expression (e.g. %, #, rating) and appropriate threshold for achievement of each outcome assessed.	<input type="checkbox"/> Indicates the applicable expression (e.g. %, #, rating) and appropriate threshold for achievement of some (but not all) outcomes assessed.	<input type="checkbox"/> Does not indicate the applicable expression (e.g. %, #, rating) or appropriate threshold for achievement of outcomes assessed.
<input type="checkbox"/> Each target is clearly aligned to a specific measure.	<input type="checkbox"/> Targets need clarifying to better align with measures.	<input type="checkbox"/> Targets are not aligned with specific measures.

Notes:

## FINDINGS

<b>Complete/Meets Expectations</b>	<b>Needs Improvement</b>	<b>Incomplete</b>
<input type="checkbox"/> Identifies a finding for each assessment.	<input type="checkbox"/> Identifies findings for some (but not all) assessment.	<input type="checkbox"/> No findings identified.
<input type="checkbox"/> Each finding clearly indicates whether the target was met.	<input type="checkbox"/> Some (but not all) findings clearly indicate whether the target was met.	<input type="checkbox"/> Findings do not indicate whether the target was met.

Notes:

## ACTION PLAN

<b>Complete/Meets Expectations</b>	<b>Needs Improvement</b>	<b>Incomplete</b>
<input type="checkbox"/> Identifies each unmet performance target or indicates that all current targets were met.	<input type="checkbox"/> Identifies some (but not all) of the unmet performance target.	<input type="checkbox"/> Does not identify unmet performance targets or indicate that all current targets were met.
<input type="checkbox"/> Describes changes to improve functions, services and processes based on unmet targets or, if all targets were met, describe how the expected level of performance will be increased to facilitate continuous program improvement.	<input type="checkbox"/> Describes changes to improve functions, services and processes based on some (but not all) of the unmet targets.	<input type="checkbox"/> Does not describe changes to improve functions, services or processes based on the unmet targets, or, if all targets were met, does not describe how the expected level of performance will be increased to facilitate continuous program improvement.
<input type="checkbox"/> Action Plan from the previous year is included.		<input type="checkbox"/> Action Plan from the previous year is not included.

Notes: