Reporting Year 2021-22

ANNUAL RUBRIC AND FEEDBACK REPORT:
Outcomes Assessment Report (OAR)

Administrative and Academic/Student Support Services

Unit or Office Name:

<table>
<thead>
<tr>
<th>General Feedback and Observations</th>
</tr>
</thead>
</table>

Office of Institutional Effectiveness
Miller IT Center (MITC) 338
Questions/Comments/Concerns regarding feedback, contact: brit.thompson@louisville.edu - or - 852.3950
## MISSION STATEMENT

<table>
<thead>
<tr>
<th>Complete/Meets Expectations</th>
<th>Needs Improvement</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Explicitly aligns with the university’s mission statement.</td>
<td>☐ Needs refinement to better align with the University’s mission statement.</td>
<td>☐ Not aligned with the University’s mission statement.</td>
</tr>
<tr>
<td>☐ Describes the unique purpose of the program.</td>
<td>☐ Too general to distinguish the unique purpose of the program.</td>
<td>☐ Does not provide the purpose of the program.</td>
</tr>
<tr>
<td>☐ Identifies specific population(s) served by the program.</td>
<td>☐ Does not clearly identify specific population(s) served by the program.</td>
<td>☐ Does not identify population(s) served by the program.</td>
</tr>
<tr>
<td>☐ Clear and concise writing.</td>
<td>☐ Lacks clear and concise writing.</td>
<td>☐ No statement provided.</td>
</tr>
</tbody>
</table>
### GOALS

<table>
<thead>
<tr>
<th>Complete/Meets Expectations</th>
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</table>
| ☐ Identifies at least 3 goals but no more than 5 goals. | ☐ Identifies 1 or 2 goals:  
☐ Goal 1  
☐ Goal 2  
☐ Goal 3 | ☐ No goals are identified. |
| ☐ Explicitly describes what the unit will achieve for each goal. | ☐ Needs refinement to better describe what will be achieved for each goal:  
☐ Goal 1  
☐ Goal 2  
☐ Goal 3 | ☐ Does not describe what the unit will achieve for any goal. |
| ☐ Each goal is clearly aligned to the unit’s mission statement. | ☐ Goal(s) need clarifying to better align with the unit’s mission statement:  
☐ Goal 1  
☐ Goal 2  
☐ Goal 3 | ☐ Goals are not aligned to unit’s mission statement. |
<table>
<thead>
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<th>Needs Improvement (More than one item may be selected)</th>
<th>Incomplete</th>
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</table>
| ☐ Identifies at least 1 outcome per goal. | ☐ Identifies at least 1 outcome for some (but not all) goals:  
  ☐ Outcome 1  
  ☐ Outcome 2  
  ☐ Outcome 3 | ☐ No outcomes are identified. |
| ☐ Describes the results that will be accomplished by the unit for each outcome. | ☐ Needs refinement to better describe what will be accomplished for each outcome:  
  ☐ Outcome 1  
  ☐ Outcome 2  
  ☐ Outcome 3 | ☐ Does not describe what will be accomplished by the unit for each outcome. |
| ☐ Outcomes are measurable. | ☐ Some (but not all) outcomes are measurable:  
  ☐ Outcome 1  
  ☐ Outcome 2  
  ☐ Outcome 3 | ☐ Outcomes are not measurable. |
| ☐ Each outcome is clearly aligned to a specific goal. | ☐ Outcome(s) need clarifying to better align with specific goals:  
  ☐ Outcome 1  
  ☐ Outcome 2  
  ☐ Outcome 3 | ☐ Outcomes are not aligned with specific goals. |
## MEASURES

<table>
<thead>
<tr>
<th>Complete/Meets Expectations</th>
<th>Needs Improvement (More than one item may be selected)</th>
<th>Incomplete</th>
</tr>
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</table>
| ☐ Identifies assessment method(s) for each outcome. | ☐ Identifies assessment method(s) for some (but not all) outcomes:  
☐ Assessment Method 1  
☐ Assessment Method 2  
☐ Assessment Method 3 | ☐ No assessment methods are identified. |
| ☐ Provides specific description of the identified assessment and how it will measure the results for each outcome. | ☐ Needs refinement to better describe the identified assessment method(s) and how it will measure the results for each outcome:  
☐ Assessment Method 1  
☐ Assessment Method 2  
☐ Assessment Method 3 | ☐ Does not describe the identified assessment or how it will measure the results for each outcome. |
| ☐ Each assessment method is clearly aligned to a specific outcome. | ☐ Assessment method(s) need clarifying to better align with specific outcomes:  
☐ Assessment Method 1  
☐ Assessment Method 2  
☐ Assessment Method 3 | ☐ Assessment methods are not aligned with specific outcomes. |
<table>
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<tr>
<th>Complete / Meets Expectations</th>
<th>Needs Improvement (More than one item may be selected)</th>
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<tbody>
<tr>
<td>☐ Identifies a target for each assessment method.</td>
<td>☐ Identifies targets for some (but not all) assessment methods: ☐ Target 1 ☐ Target 2 ☐ Target 3</td>
<td>☐ No targets are identified.</td>
</tr>
<tr>
<td>☐ Indicates the applicable expression (e.g. %, #, rating) and appropriate threshold for achievement of each outcome assessed.</td>
<td>☐ Indicates the applicable expression (e.g. %, #, rating) and appropriate threshold for achievement of some (but not all) outcomes assessed: ☐ Target 1 ☐ Target 2 ☐ Target 3</td>
<td>☐ Does not indicate the applicable expression (e.g. %, #, rating) or appropriate threshold for achievement of outcomes assessed.</td>
</tr>
<tr>
<td>☐ Each target is clearly aligned to a specific measure.</td>
<td>☐ Target(s) need clarifying to better align with measures: ☐ Target 1 ☐ Target 2 ☐ Target 3</td>
<td>☐ Targets are not aligned with specific measures.</td>
</tr>
</tbody>
</table>
### FINDINGS

<table>
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<th>Needs Improvement (More than one item may be selected)</th>
<th>Incomplete</th>
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</table>
| ☐ Identifies a finding for each assessment. | ☐ Identifies findings for some (but not all) assessment:  
  ☐ Finding 1  
  ☐ Finding 2  
  ☐ Finding 3 | ☐ No findings identified. |
| ☐ Each finding clearly indicates whether the target was met. | ☐ Some (but not all) findings clearly indicate whether the target was met:  
  ☐ Finding 1  
  ☐ Finding 2  
  ☐ Finding 3 | ☐ Findings do not indicate whether the target was met. |
## ACTION PLAN

<table>
<thead>
<tr>
<th>Complete/Meets Expectations</th>
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<th>Incomplete</th>
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<tbody>
<tr>
<td>☐ Identifies each unmet performance target or indicates that all current targets were met.</td>
<td>☐ Identifies some (but not all) of the unmet performance target: ☐ Target 1 ☐ Target 2 ☐ Target 3</td>
<td>☐ Does not identify unmet performance targets or indicate that all current targets were met.</td>
</tr>
<tr>
<td>☐ 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.</td>
<td>☐ Describes changes to improve functions, services and processes based on some (but not all) of the unmet targets: ☐ Target 1 ☐ Target 2 ☐ Target 3</td>
<td>☐ 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.</td>
</tr>
<tr>
<td>☐ Action Plan from the previous year is included.</td>
<td>☐ Information included in ‘Previous Action Plan’ component, but is not Action Plan from previous cycle (copy and paste verbatim).</td>
<td>☐ Action Plan from the previous year is not included.</td>
</tr>
</tbody>
</table>