Support Unit Assessment Rubric (Rev. Spring 2022)

|  |  |
| --- | --- |
| Unit Name:       | Committee Reviewer:       |

Assessment Coordinator: Please Respond to Committee Reviewer Comments. Please return this form with your comments to the committee team and copy the Office of Assessment.

| **Mission Statement** | **YES** | **NO** | **Reviewer Comments** |  **Unit Comments** |
| --- | --- | --- | --- | --- |
| * Supports University mission
 | [ ]  | [ ]  |        |        |
| * Describes key services provided by the unit
 | [ ]  | [ ]  |        |        |
| * Describes who the unit serves or target audience
 | [ ]  | [ ]  |        |        |
| * Is consistent with unit web page and web page address is included in Mission Statement in WEAVE.
 | [ ]  | [ ]  |        |        |
| **Goals** |  |  |  |  |
| * Each goal is directly linked to the unit mission
 | [ ]  | [ ]  |        |        |
| * Goals are broad statements written clearly and concisely
 | [ ]  | [ ]  |        |        |
| * Appropriate number and scope of goals (generally about 2-4 goals)
 | [ ]  | [ ]  |        |        |
| * Includes key services or processes to improve
 | [ ]  | [ ]  |        |        |
| * Acronyms or uncommon terms are fully articulated
 | [ ]  | [ ]  |        |        |
| **Outcomes** |  |  |  |  |
| * Describes desired outcome and what the unit will accomplish
 | [ ]  | [ ]  |        |        |
| * Outcome is measurable
 | [ ]  | [ ]  |        |        |
| * Acronyms or uncommon terms are fully articulated
 | [ ]  | [ ]  |        |        |
| * Is there at least one outcome for every goal?
 | [ ]  | [ ]  |        |        |
| * Have supported initiatives been included?
 | [ ]  | [ ]  |        |        |
| **Measure** |  |  |  |  |
| * Assessment method is appropriate for desired outcome.
 | [ ]  | [ ]  |        |        |
| * If multiple-item surveys are used, it is clear which specific items are used as measures of which outcomes
 | [ ]  | [ ]  |        |        |
| * Instrument(s) are identified and attached.
 | [ ]  | [ ]  |        |        |
| * Identifies who will collect the data (position)
 | [ ]  | [ ]  |        |        |
| * Is there at least one measure for every outcome?
 | [ ]  | [ ]  |        |        |
| **Target** |  |  |  |  |
| * Includes criteria for success-- target number (i.e. unit

number, percentage etc.), a baseline or standard for comparison | [ ]  | [ ]  |        |        |
| **Findings** |  |  |  |  |
| * Indicates whether outcome has been Met, Partially Met, Not Met, or Not Reported This Cycle.
 | [ ]  | [ ]  |        |        |
| * Includes findings for every measurable outcome
 | [ ]  | [ ]  |        |        |
| * Include number of assessments used to report findings
 | [ ]  | [ ]  |        |        |
| * Data tables attached if appropriate
 | [ ]  | [ ]  |        |        |
| * Is there an action plan for every target “Not Met” or “Partially Met”?
 | [ ]  | [ ]  |        |        |
| **Analysis** |  |  |  |  |
| * Breakdown of findings provided as appropriate
 | [ ]  | [ ]  |       |       |
| **Action Plans (Use of Results)** |  |  |  |  |
| * Describes all results in detail
 | [ ]  | [ ]  |        |        |
| * Areas of improvement are stated
 | [ ]  | [ ]  |        |        |
| * New action/strategy identifying areas to improvement are stated
 | [ ]  | [ ]  |        |        |
| * Identifies resources needed for new action/strategy
 | [ ]  | [ ]  |        |        |
| * Evidence to support that action plans from previous year have been acted upon as indicated
 | [ ]  | [ ]  |        |        |
| * Indicate when and how results are discussed with staff
 | [ ]  | [ ]  |        |        |
| **Program Achievement** |  |  |  |  |
| * Program Improvement and Achievement Questions answered appropriately
 | [ ]  | [ ]  |       |       |
| **Project Attachments** |  |  |  |  |
| * Assessment Meeting Agenda/Minutes, Categories of Changes Spreadsheets are uploaded
 | [ ]  | [ ]  |        |        |
| **Post Review Documentation (Due April 15)** |  |  |  |  |
| * Review and Approval Signoff by department heads/deans/supervisors
 | [ ]  | [ ]  |        |        |
| * Committee Review with Responses uploaded under Project Attachments
 | [ ]  | [ ]  |        |        |

Other Comments: