2016-2017 Administrative Assessment Plan Rubric   Div/Unit/Dept: _____   Reader _____

> Following completion of rubric below, provide brief summary in this box for reporting purposes. Indicate if this is a formative or summative review. Indicate both strengths and areas for improvement. If divisions/units fail to provide any input, their plan will be evaluated with "No effort (0)".

	Missing	Does not Meet Standard	Meets Standard All boxes must be checked	Exceeds Standard – in addition to Meets Standard	Recommendations
Mission or Purpose	☐ None	☐ Statement does not clearly describe the area's purpose	☐ Clearly states broad aspects of the area's function and ☐ Aligned with university mission	☐ Includes purpose, primary functions, activities, and stakeholders ☐ Differentiates from missions of other units or divisions ☐ Expands on the university mission	
Objectives	☐ None	☐ Not aligned with mission or ☐ Not measureable	☐ Aligned with mission and ☐ Clearly measureable	☐ Includes operational initiatives that resulted from previous assessments ☐ Responsive to new information or changing environment	
Measures	☐ None	☐ Does not fit the objective or ☐ Does not describe data collection process	☐ Content to be assessed fits objectives and ☐ Data collection process is briefly described	☐ Designed to promote improvement ☐ Clearly articulated rationale described ☐ Designed to identify areas for improvement	
Targets	☐ None	☐ Not quantifiable or ☐ Does not reflect improvement or ☐ Does not reflect maintenance of achieved objective	☐ Is quantifiable and ☐ Reflects program improvement or ☐ Reflects maintenance of achieved objective	☐ Reflects significant change/program improvement	
Findings	☐ None	☐ Not aligned with measure ☐ Finding status not indicated ☐ Description (results) missing	☐ Findings entered for each measure and ☐ Status of finding indicated and clearly described and ☐ Appropriate evidence is presented	☐ Multiple periods of data are available ☐ Trends or patterns over time are discussed ☐ Dissemination of results to appropriate stakeholders has been completed	
Actions Plans/Use of Results	☐ None	☐ Does not align with objective ☐ Does not describe intended improvements	☐ Action plan is developed from findings and aligned with objective and ☐ Clearly describes intended improvements	☐ Responsibilities for actions are assigned ☐ Target implementation date for action(s) is stated ☐ Implemented and planned changes are described and are linked to assessment data, or if no changes are reported, an explanation is provided	