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)”.

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|  | **Exceeds Expectations**  | **Meets Expectations** | **Partially Meets Expectations** | **Does not Meet Expectations** |
| Mission orPurposeComments:  | Mission statement is a clear description of the area’s function, explaining the purpose and stakeholders. It distinguishes the office from other areas on campus. The mission clearly aligns with the University’s mission. | Mission statement is a relatively clear description of the area’s function, and it aligns with the University’s function. | Mission statement is a general description of the area’s function, but it could apply to other areas on campus. | The mission statement does not describe the area’s purpose or is missing. |
| ObjectivesComments: | All objectives align with area’s mission and are measurable. The statements identify what the area has as its priorities and communicate improvement. Objectives resulted from previous assessments or are responsive to a changing environment. | All objectives align with area’s mission and are measurable. The statements identify what the area has as its priorities and communicate improvement. | Objectives are presented but are not worded clearly, do not describe the area’s priorities and areas for improvement, or do not align with the area’s purpose. There may be a small number of objectives that do not correlate with the relative size of the office. | Objectives are missing, do not represent priorities or areas of improvement, or cannot be understood as written. |
| MeasuresComments:  | There is at least 1 direct measure for each objective, and some may have multiple measures. All measures align with their objective and are clearly described so that their value is apparent. They are designed to promote improvement and may have a rationale that explains that connection. The data collection plan is provided.  | There is at least 1 direct measure for each objective. All measures align with their objectives and there is a brief description of the data collection plan. There is enough detail in the description to understand the value in the measure. | There is a direct measure for most of the objectives but not all; or some but not all measures align with their objectives; or the description of the data collection plan is missing. | Measures are missing, are not direct measures, or do not align with the objectives for some or all objectives. |
| TargetsComments: | There is a target for each measure. All targets reflect significant change/program improvement from year to year. | There is a target for each measure. All targets are quantifiable and reflect program improvement. | There is a target for most measures but not all; or not all targets are quantifiable; or not all targets reflect program improvement. | Targets are missing for some or all measures, or not all targets provided are quantifiable. |
| FindingsComments: | Findings are clearly presented, including data and analysis of what the data reflect about the program. Multiple periods of data are analyzed, along with trends or patterns in the data. | Findings are clearly presented, including data (sample size and relationship to target) and some analysis on what the data reflect about the area’s objectives. | Findings and analysis for most but not all measures are presented; or analysis of the data is missing for some or all of the findings. | Findings are missing for some or all measures, or they do not align with the measure. When findings are presented, most data are presented without analysis. |
| ActionsPlansComments: | There is at least 1 action plan that is clearly developed from and connected to improvements identified from the findings. The action plans describe with some detail the steps for improvement, intended target level of achievement, and may even assign responsibility for the steps. | There is at least 1 action plan developed from findings and aligned with objective. It describes with some detail the intended improvements. | There is an action plan but its connection to the existing assessment report is unclear. | No action plan was presented, or the action plan is vague or general. |
| Action Plan Follow-upsComments: | A follow-up report for the previous action plan is provided. It explains with detail what was done to implement the plan. It describes what the overall results of implementation were, including assessment data. The follow-up report reflects on the impact of the action on the area. | A follow-up report for the previous action plan is provided. It generally explains what was done to implement the plan, what the overall results were, and the impact on the area. | A follow-up report is provided but it does not seem to relate to the previous action plan. It generally explains actions taken for improvement in the area. | No follow-up report for previous action plan(s) defined in the previous report is provided, or the report merely says that the plan was executed. |