

## Rubric for Evaluating Annual Assessment Plans

Program/Unit Name: \_\_\_\_\_

Assessment Cycle: \_\_\_\_\_

Overall, this plan is:	<i>Developing</i>	<i>Acceptable</i>	<i>Exemplary</i>
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**Goals:** Broadly stated intention, aspirations, or ambitions. Goals need not be directly measurable.

Developing	Acceptable	Exemplary
<input type="checkbox"/> None entered; or are vague, unclear, or incomplete <input type="checkbox"/> Aren't appropriate to the program/aren't relevant to its mission	<input type="checkbox"/> At least one entered <input type="checkbox"/> Outlines in broad terms what is to be accomplished <input type="checkbox"/> Most are appropriate for the program	<input type="checkbox"/> Reasonable number entered <input type="checkbox"/> Appropriate for the program and clearly align to the goals of the college/division <input type="checkbox"/> Supporting documents provided, when appropriate

**Notes:**

**Objectives:** Specific, measurable statements. Learning Objectives articulate the knowledge, skills, and abilities gained or demonstrated. Performance Objectives describe the desired quality or improvement of key services.

Developing	Acceptable	Exemplary
<input type="checkbox"/> None entered; or are vague, unclear, or incomplete <input type="checkbox"/> Focus only on processes, rather than effectiveness <input type="checkbox"/> Unclear how they could be measured <input type="checkbox"/> Aren't appropriate to the program/aren't relevant <input type="checkbox"/> No learning objectives for degree programs	<input type="checkbox"/> At least one entered <input type="checkbox"/> Most are observable and measureable <input type="checkbox"/> Most are appropriate for the program <input type="checkbox"/> Are accurately classified as student learning/performance	<input type="checkbox"/> Reasonable number entered <input type="checkbox"/> Clear and concise <input type="checkbox"/> Are observable, measurable, and sufficiently described <input type="checkbox"/> Are appropriate and align with the College/Division <input type="checkbox"/> Supporting documents provided, when appropriate

**Notes:**

**Indicators (Learning Objectives Only):** The methods, instruments, processes, or techniques used to evaluate the Learning Outcomes. Can be direct or indirect; although, direct is preferred.

Developing	Acceptable	Exemplary
<input type="checkbox"/> None entered; or are vague, unclear, or incomplete <input type="checkbox"/> No direct measures included in the plan <input type="checkbox"/> Course grades used as an assessment method <input type="checkbox"/> Aren't appropriate for the objective(s)	<input type="checkbox"/> At least one measure for each objective <input type="checkbox"/> Direct measures utilized for a majority of objectives <input type="checkbox"/> Most are described with sufficient detail <input type="checkbox"/> Most are appropriate for the objective(s)	<input type="checkbox"/> Multiple indicators, with a mix of direct and indirect, for most (or all) objectives <input type="checkbox"/> Instruments reflect best practices and described with clear detail <input type="checkbox"/> Clear how indicators provide data for continuous improvement <input type="checkbox"/> Supporting documents provided, when appropriate

**Notes:**

**Criterion (Learning Objectives Only):** Result, target, benchmark, or value that will represent success at achieving a Learning Outcome.

Developing	Acceptable	Exemplary
<input type="checkbox"/> None entered; or are vague, unclear, or incomplete <input type="checkbox"/> Criterion seem arbitrary or inappropriate <input type="checkbox"/> Language is vague or subjective making it difficult to determine whether criterion were satisfied	<input type="checkbox"/> Criterion identified for each indicator <input type="checkbox"/> Most are generally described and measureable <input type="checkbox"/> Most are appropriate for the indicator <input type="checkbox"/> Most align with the objective	<input type="checkbox"/> Criterion are specific, measurable, and meaningful - based on benchmarks, accepted standards, past results, etc. <input type="checkbox"/> Are appropriate and reasonable <input type="checkbox"/> Are clearly aligned with the indicator/objective <input type="checkbox"/> Supporting documents provided, when appropriate

**Notes:**

**KPIs (Performance Objectives Only):** The method used to evaluate a Performance Objective and the expected result, target, benchmark, or value that will represent success. Can be direct or indirect; although, direct is preferred.

Developing	Acceptable	Exemplary
<input type="checkbox"/> None entered; or are vague, unclear, or incomplete <input type="checkbox"/> No direct measures included <input type="checkbox"/> No criterion for success referenced, or is arbitrary or off-base <input type="checkbox"/> Aren't appropriate for the objectives	<input type="checkbox"/> At least one for each objective <input type="checkbox"/> Direct measures utilized for a majority of objectives <input type="checkbox"/> Criterion for success referenced and are appropriate for most of the objectives <input type="checkbox"/> Most are described in sufficient detail <input type="checkbox"/> Most align with the objective	<input type="checkbox"/> Multiple KPIs with a mix of both direct and indirect, for most (or all) objectives <input type="checkbox"/> Instruments/processes used reflect best practices and described with clear detail <input type="checkbox"/> Referenced criterion are meaningful – based on benchmarks, accepted standards, past results <input type="checkbox"/> Are appropriate, reasonable, and clearly aligned with the objective <input type="checkbox"/> Clear how KPI results provide data for continuous improvement <input type="checkbox"/> Supporting documents provided, when appropriate

**Notes:**

**Findings/KPI Results:** A clear and concise summary of the results gathered from the assessment Indicators and/or KPIs.

Developing	Acceptable	Exemplary
<input type="checkbox"/> None entered; or are vague, unclear, or incomplete <input type="checkbox"/> Not clearly aligned with the Indicators & Criterion/KPIs <input type="checkbox"/> Not clear if expected criterion were met <input type="checkbox"/> Questionable data collection/analysis	<input type="checkbox"/> Entered for most objectives (or clarify why findings/results not available) <input type="checkbox"/> Most align with Indicators & Criterion/KPIs <input type="checkbox"/> Most sufficiently address whether expected criterion were met <input type="checkbox"/> Most provide actionable data	<input type="checkbox"/> Complete, concise, and well organized. If findings/results not available, explanation includes why and when next available <input type="checkbox"/> Align clearly with Indicators & Criterion/KPIs <input type="checkbox"/> Provided clear evidence for relative attainment of expected criterion, and reference past trends <input type="checkbox"/> Provide clear courses of action for continuous improvement <input type="checkbox"/> Supporting documents provided, when appropriate

**Notes:**

**Actions: Specific steps or actions taken to improve a program/unit based on analysis of the assessment Findings/KPI Results.**

Developing	Acceptable	Exemplary
<input type="checkbox"/> None entered; or are vague, unclear, or incomplete <input type="checkbox"/> Language focuses on “continuing” current processes without improvement <input type="checkbox"/> Does not specify actions taken to improve the program in response to the assessment results <input type="checkbox"/> Focuses exclusively on improving the assessment process rather than the program	<input type="checkbox"/> Most actions follow from the assessment results <input type="checkbox"/> Most sufficiently reflect what was learned from the assessment process <input type="checkbox"/> Most clarify action(s) taken for program improvement in response to assessment results <input type="checkbox"/> Improving assessment processes is not the primary focus <input type="checkbox"/> Include general information regarding implementation	<input type="checkbox"/> Plans clearly follow from the assessment results <input type="checkbox"/> Plans clearly reflect what was learned from the assessment process <input type="checkbox"/> Plans detail specific action(s) taken for program improvement as in response to assessment results <input type="checkbox"/> Contain specific details regarding implementation; including dates, resources needed, and personnel <input type="checkbox"/> Supporting documents provided, when appropriate

**Notes:****Previous Cycle’s “Plan for Continuous Improvement”: Narrative updating the unit’s relative progress in completing their previous cycle’s Plan for Continuous Improvement.**

Developing	Acceptable	Exemplary
<input type="checkbox"/> Not entered; or is vague, unclear, or incomplete <input type="checkbox"/> Fails to update relevant progress with regards to previous cycle’s “Plan for Continuous Improvement”	<input type="checkbox"/> Narrative provides a general update of the progress of most items outlined in the previous cycle’s “Plan for Continuous Improvement” <input type="checkbox"/> Provides relevant contextual information for some of the action items	<input type="checkbox"/> Narrative updates the progress of all items outlined in the previous cycle’s “Plan for Continuous Improvement” <input type="checkbox"/> Provides relevant contextual information for all action items

**Notes:**

**Plan for Continuous Improvement:** Narrative summarizing all Actions to be implemented as a result of the Assessment Findings/KPI Results for continuous improvement. Identifies both the specific actions being taken and the Findings/KPIs used to drive those actions.

Developing	Acceptable	Exemplary
<input type="checkbox"/> Not entered; or is vague, unclear, or incomplete <input type="checkbox"/> Fails to summarize actions to be implemented for continuous improvement <input type="checkbox"/> Unclear which assessment results are used to drive continuous improvement	<input type="checkbox"/> Narrative summarizes actions for continuous improvement <input type="checkbox"/> Assessment results used to drive continuous improvement are described	<input type="checkbox"/> Narrative provides specific details of the actions taken for continuous improvement <input type="checkbox"/> Assessment results used for continuous improvement are provided with specific detail <input type="checkbox"/> Contains specific details regarding the implementation of the actions, including dates, resources needed, and personnel responsible

**Notes:**

**Overall Comments on the Assessment Plan:**