

Rubric for Evaluating Assessment Plans and Reports¹

Unit:

INDICATOR	UNACCEPTABLE (1)	WEAK (2)	ACCEPTABLE (3)
Intended outcome identified	<input type="checkbox"/> No outcomes are identified.	<input type="checkbox"/> Not all outcomes reflect the mission of the unit. <input type="checkbox"/> Outcomes identified but are not expressed in measurable terms. <input type="checkbox"/> Outcome statements include methods and/or criteria. <input type="checkbox"/> Insufficient number of outcomes (<3). <input type="checkbox"/> Linkages to the Summary Group Unit goals are not in place.	<input type="checkbox"/> Outcomes reflect the mission of the unit. <input type="checkbox"/> Outcomes are measurable. <input type="checkbox"/> Outcome statements are free of methods and/or criteria. <input type="checkbox"/> Sufficient number of outcomes (3 or more). <input type="checkbox"/> Linkages to the Summary Group Unit goals are in place.
Comments:			
Methods	<input type="checkbox"/> Methods are not identified for each outcome. <input type="checkbox"/> Data collection schedule has not been defined.	<input type="checkbox"/> Each outcome lacks a direct method of assessment. <input type="checkbox"/> Method does not assess the intended outcome. <input type="checkbox"/> A data collection cycle is not defined for each method.	<input type="checkbox"/> Each outcome has a direct method of assessment. <input type="checkbox"/> Methods are appropriate for each outcome. <input type="checkbox"/> A data collection cycle is defined for each method.
Comments:			

INDICATOR	UNACCEPTABLE (1)	WEAK (2)	ACCEPTABLE (3)
Results	<input type="checkbox"/> No results are reported for intended outcomes.	<input type="checkbox"/> Results are reported for some outcomes. <input type="checkbox"/> Sample sizes (as indicated are not reported). <input type="checkbox"/> Result statements do not tie back to the outcome and criterion. <input type="checkbox"/> Result type incorrect. <input type="checkbox"/> Result not attached to a method. <input type="checkbox"/> Incorrect action status.	<input type="checkbox"/> Results are reported for each outcome. <input type="checkbox"/> Sample sizes are reported. <input type="checkbox"/> Result statements tie back to the outcome and criterion. <input type="checkbox"/> Result type correct. <input type="checkbox"/> Action status is correct for each result.
Comments:			
Use of Results	<input type="checkbox"/> An action plan was not entered for result type “criterion not met” or “inconclusive.”	<input type="checkbox"/> Actions plans do not address the problem with the results. <input type="checkbox"/> Multiple action plans entered as one plan. <input type="checkbox"/> No follow-up reported. <input type="checkbox"/> Improvements are not logically linked back to the Action plan (closing the loop).	<input type="checkbox"/> For each result type “criterion not met” or “inconclusive,” an appropriate action plan was developed. <input type="checkbox"/> Each action is listed as a separate plan. <input type="checkbox"/> Follow-up on the implementation of the action plan reported. <input type="checkbox"/> Improvements were logically linked back to the Action plan (closing the loop).
Comments:			

INDICATOR	UNACCEPTABLE (1)	WEAK (2)	ACCEPTABLE (3)
Documentation attached	<input type="checkbox"/> No Documentation attached to methods or results.	<input type="checkbox"/> Some documentation attached to methods or results.	<input type="checkbox"/> All documentation attached to methods or results.
Comments:			

Overall Assessment of Program’s Assessment Plan and Report

- Plan needs to be revised and/or completed.
- Plan is acceptable.
- Report needs to be revised and/or completed.
- Report is acceptable.

Date Review Completed:

¹ Based on SACS Institutional Effectiveness Evaluation Rubric.