

Assessment Plan Rubric for Administrative Units

Unit Name _____ Assessment Cycle(s) _____ Date Reviewed _____

<i>Criteria</i>	A Model for Others	Acceptable	Needs Modification	Not acceptable	Comments
	4	3	2	1	
Mission					
Mission Statement is clear and specific to the unit					
Mission statement connects unit to the RC mission					
Goals					
All elements of the mission statement are identified in the goals					
Outcomes					
At least one outcome is assessed for each goal					
Outcomes are identified (at least 3)					
Learning outcomes are identified (as appropriate)					
Outcomes are behavioral and measurable					
Measures					
Each outcome is measured					
Most of the measures are direct measures					
Single or multiple methods of assessment are used, appropriate to each outcome					
Achievement Targets					
Criteria for success are clearly specified					
Findings					
Findings are entered for each measure					
Results are analyzed and interpreted appropriately					
Action Plan					
Action plan is specific and aligned with the findings					
Action plan is linked to future goals evidencing multi-cycle continuous improvement					

Unit Name: _____ Assessment Cycle: _____ Date Reviewed: _____

Feedback for Assessment

Thank you for your continued dedication to data-based decision making in your office. Based on a review by the Administrative Assessment Council, the membership offers the following feedback and advice for the unit's assessment to inform your practice next year.

Strengths of the plan:

Items needing clarification:

Items that need to be added or modified: