

**Name:** \_\_\_\_\_**Date:** \_\_\_\_\_**Score:** \_\_\_\_\_

Rubric: Institutional Effectiveness Report Rubric	0% No Evidence	40% Developing	70% Acceptable	100% Exemplary
<p style="text-align: right;">10pts</p> <hr/> <b>Mission Statement</b>	<p style="text-align: right;">0pts</p>	<p style="text-align: right;">4pts</p> <ul style="list-style-type: none"> <li>- General statement of the intent of the unit. - Doesn't identify stakeholders. - Fails to demonstrate clear alignment with the college mission statement.</li> </ul>	<p style="text-align: right;">7pts</p> <ul style="list-style-type: none"> <li>- Clear statement of unit's purpose - Identifies stakeholders - Aligned and consistent with the college mission statement.</li> </ul>	<p style="text-align: right;">10pts</p> <ul style="list-style-type: none"> <li>- Clear and concise. - Identifies stakeholders. - Specific to the unit (identifies what it does that separates it from other units). - Aligned and consistent with the college mission statement.</li> </ul>
<p style="text-align: right;">15pts</p> <hr/> <b>Outcomes/Unit Objectives</b>	<p style="text-align: right;">0pts</p>	<p style="text-align: right;">6pts</p> <ul style="list-style-type: none"> <li>- Fewer than 3 outcomes or objectives listed. - Not aligned with unit mission or college strategic goals. - Not measurable. - Language needs substantial revision.</li> </ul>	<p style="text-align: right;">10.50pts</p> <ul style="list-style-type: none"> <li>- At least 3 outcomes or objectives are listed. - Observable and measurable. - Aligned with unit mission statement and college strategic goals. - Appropriate, but language may be vague or need revision. - Learning outcomes stated in terms of knowledge, skills, behaviors, values.</li> </ul>	<p style="text-align: right;">15pts</p> <ul style="list-style-type: none"> <li>- At least 3 outcomes or objectives are listed. - Clearly observable and measurable. - Aligned with unit mission statement and college strategic goals. - Clear, specific, well-written; no revision necessary. - Learning outcomes focused on knowledge, skills, behaviors, values. - Responsive to new information or changing environment.</li> </ul>
<p style="text-align: right;">15pts</p> <hr/> <b>Assessment Measures</b>	<p style="text-align: right;">0pts</p> <ul style="list-style-type: none"> <li>No evidence or reliance on course grades to assess student learning outcomes.</li> </ul>	<p style="text-align: right;">6pts</p> <ul style="list-style-type: none"> <li>Few direct measures are used. - Assessment tools are vague, poorly defined or not defined.</li> </ul>	<p style="text-align: right;">10.50pts</p> <ul style="list-style-type: none"> <li>- At least 2 measures are used for each outcome/objective. - Assessment tools and methodology are relevant to outcomes.</li> </ul>	<p style="text-align: right;">15pts</p> <ul style="list-style-type: none"> <li>- Multiple measures for all objectives. - Direct and indirect measures used, with at least one direct measure for each outcome or objective. - Assessment tools are clearly described (and attached, where appropriate). - Clearly designed to identify areas for improvement.</li> </ul>

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<p style="text-align: right;">10pts</p> <hr/> <b>Criteria for Success</b>	<p style="text-align: right;">0pts</p>	<p style="text-align: right;">4pts</p> <ul style="list-style-type: none"> <li>- Not included or inappropriate. - Not quantifiable. - Targets do not reflect improvement. - Targets do not reflect maintenance of achieved outcome.</li> </ul>	<p style="text-align: right;">7pts</p> <ul style="list-style-type: none"> <li>- Quantifiable but desired level of achievement not clearly described for all objectives. - Targets reflect program or unit improvement. - Targets reflect maintenance of achieved objective.</li> </ul>	<p style="text-align: right;">10pts</p> <ul style="list-style-type: none"> <li>- Quantifiable targets are clearly described for all objectives. - Targets are sufficiently challenging or reflect significant change/program improvement.</li> </ul>
<p style="text-align: right;">15pts</p> <hr/> <b>Assessment Results</b>	<p style="text-align: right;">0pts</p>	<p style="text-align: right;">6pts</p> <ul style="list-style-type: none"> <li>- Does not discuss results of each assessment measure. - Details not provided. - Results are too general and do not address whether targets were met, partially met, or not met. - Supporting documentation not included.</li> </ul>	<p style="text-align: right;">10.50pts</p> <ul style="list-style-type: none"> <li>- Results reported for all assessment measures. - Provides solid evidence that targets were met, partially met, or not met for all assessment measures. - Includes supporting documentation, as appropriate.</li> </ul>	<p style="text-align: right;">15pts</p> <ul style="list-style-type: none"> <li>- Clear, complete, well-developed, and well-organized summaries of results for all assessment measures. - Provides substantial, detailed evidence that targets were met, partially met, or not met for all assessment measures. - Compares new findings to past trends as appropriate. - Includes supporting documentation (rubrics, surveys, tables, charts, etc., as appropriate).</li> </ul>
<p style="text-align: right;">15pts</p> <hr/> <b>Action Plan</b>	<p style="text-align: right;">0pts</p>	<p style="text-align: right;">6pts</p> <ul style="list-style-type: none"> <li>- Does not align with outcome. - Does not describe intended improvements.</li> </ul>	<p style="text-align: right;">10.50pts</p> <ul style="list-style-type: none"> <li>- Action plan is developed from assessment results and aligned with outcome or objective. - Clearly describes intended improvements.</li> </ul>	<p style="text-align: right;">15pts</p> <ul style="list-style-type: none"> <li>- Clearly describes intended improvements. - Responsibilities for actions are assigned. - Target implementation date for action(s) is stated. Implemented and planned changes are described and linked to assessment data, or if no changes an explanation is provided.</li> </ul>

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<p style="text-align: right;">20pts</p> <hr/> <b>Implementation of Prior Year Action Plan</b>	<p style="text-align: right;">0pts</p>	<p style="text-align: right;">8pts</p> <p>- Evidence insufficient or not provided. - Not all issues previously identified were addressed, without explanation. - Actions taken were not relevant to issue(s).</p>	<p style="text-align: right;">14pts</p> <p>- Provides concrete evidence of how improvements from past assessment activity were implemented. - Gives explanations for not implementing planned improvements.</p>	<p style="text-align: right;">20pts</p> <p>- Provides concrete evidence of how improvements from previous assessment activity were implemented. - Appropriate action taken on all issues.</p>

**General Comments:**

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