Rubric to Evaluate Assessment Reports
Support Units

For each Outcome:

- Please type the short name of the outcome you are reviewing.
- Type a brief description of the means of assessment so that if multiple means are used, the unit can identify which one you are reviewing.
- Please include any general comments in the text box below about the outcome, means of assessment or criterion for success that would help the unit improve their assessment plan.

Actions Taken:
Does the information describe the actions that staff took (past tense)?
- Yes, actions taken describe actions that staff took.
- No, actions taken are not taken by staff, but by people outside of the unit.
- No, actions taken are missing.
- Not applicable because this is the first year the outcome was assessed or means of assessment was used to collect data.
- Actions were not taken due to the COVID-19 pandemic.

Does the information describe actions taken to improve the outcome?
- Yes, actions taken describe ways to improve the outcome.
- No, actions taken do not describe ways to improve the outcome.
- No, actions taken are missing.
- Not applicable because this is the first year the outcome was assessed or means of assessment was used to collect data.
- Actions were not taken due to the COVID-19 pandemic.

Comments:
Analysis of Results was not completed due to the COVID-19 pandemic.

Comments:

Actions Planned:
Do the actions planned describe the specific actions that staff plan to take in the next fiscal year?
- Yes, actions planned describe actions that staff will take.
- No, actions planned will not be taken by staff, but by people outside of the unit.
- No, actions planned are missing.
- Actions planned were impacted by the COVID-19 pandemic. Note that if units were impacted by COVID-19, they were instructed to briefly describe data that will be collected along with the actions to be implemented, if applicable.

Do the actions planned address the area for improvement or reinforcement identified in the analysis of results and are they related to the outcome?
- Yes, actions planned address the area for improvement or reinforcement identified in the analysis of results and are related to the outcome.
- No, actions planned did not address the area for improvement or reinforcement identified in the analysis of results and/or are not related to the outcome.
- No, actions planned are missing.
- Actions planned were impacted by the COVID-19 pandemic. Note that if units were impacted by COVID-19, they were instructed to briefly describe data that will be collected along with the actions to be implemented, if applicable.

Comments: