

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.

Does the information describe actions taken to improve the outcome?

- Yes, actions taken describe ways to improve that are related to the outcome.
- No, actions taken are not related to 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.

Comments:

Results:

Do the results address the criterion for success?

- Yes, results are stated in the language of the criterion for success.
- No, results are not stated in the language of the criterion for success.
- No, results are missing.

Comments:

Analysis of Results:

Does the analysis indicate if actions taken improved, did not improve or had no impact on the outcome based on the results?

- Yes, the analysis does indicate actions improved, did not improve or had no impact on the outcome.
- No, the analysis does not indicate that actions improved, did not improve or had no impact on the outcome.
- No, analysis of results are missing.
- Not applicable because this was the first year the outcome was assessed or means of assessment was used to collect data.

Does the analysis identify one or more areas that can be improved or reinforced?

- Yes, the analysis identifies one or more areas that can be improved or reinforced.
- No, the analysis does not identify one or more areas that can be improved or reinforced.
- No, analysis of results are missing.

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 specific actions that unit staff will take.
- No, actions planned do not describe specific actions that unit staff will take.
- No, actions planned are missing.

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.

Comments: