

**Assessment Plan Review Rubric**  
**Administrative Unit – Assessment Plan Quality Review**

<b>Unit/Department Name:</b>		<b>Assessment Cycle:</b>	2022-2023
<b>Mission Statement</b>			
	<b>Meets Criteria</b>	<b>Update Needed</b>	<b>Comments</b>
Aligns with the university and division mission and strategic plans	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a clear and concise description of the department or unit purpose	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Outcomes</b>			
At least three outcomes (Administrative and/or Student Outcomes)	<input type="checkbox"/>	<input type="checkbox"/>	
Are specific and measurable	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assessment Methods</b>			
Summarize the process to collect information including details of the assessment instrument	<input type="checkbox"/>	<input type="checkbox"/>	
One-three measures are used to assess each outcome	<input type="checkbox"/>	<input type="checkbox"/>	
May include direct and indirect assessment measures	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate assessment instruments are related	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Criteria for Success</b>			
Specifically align with measures and outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
Represent a reasonable "stretch" to emphasize quality	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assessment Results</b>			
Include populations and sample size; #/% who met the success criteria	<input type="checkbox"/>	<input type="checkbox"/>	
Results are disaggregated by delivery method and/or instructional sites when applicable	<input type="checkbox"/>	<input type="checkbox"/>	
Results align with corresponding threshold success criteria	<input type="checkbox"/>	<input type="checkbox"/>	
Sample support documents are provided	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Analysis &amp; Action Plan for Seeking Improvement</b>			
An analysis of each assessment result has been completed and, when applicable, used to plan for continuous quality ( <i>Service, process, and/or Assessment</i> )	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>“Closing the Loop” Follow-Up Statements for 2022-2023 AY Action Plans</b>			
A summary of the implementation and/or effect of previous action plans is documented	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall</b>			
<b>The department or unit staff identify expected outcomes, analyze the extent to which outcomes are achieved, and determine continuous improvement planning based on assessment results.</b>	Comments:		

<b>Reviewers</b>			
<b>AIE Office:</b>		<b>Date:</b>	
<b>Department:</b>		<b>Date:</b>	
<b>Supervisor:</b>		<b>Date:</b>	