Assessment Plan Review Rubric
Administrative Unit – Assessment Plan Quality Review

Unit/Department Name:			Assessment Cycle:	2023-24

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

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"Closing the Loop" Follow-Up Statements for 2022-2023 AY Action Plans			
A summary of the implementation and/or effect of previous action plans is documented	☐	☐	
Overall			
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.	Comments:		

Reviewers			
CIA Office:		**Date:**	
Department:		Date:	
Supervisor:		Date:	