**Administrative, Educational and Student Support**

**Annual Assessment Plan & Findings Reports Evaluation Rubric[[1]](#endnote-1)**

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| **Unit Name**Click here to enter text. | **AESSAC Review****Date**Click here to enter text.**Name(s)**Click here to enter text. | **Institutional Effectiveness Responses to AESSAC Review, if applicable.** |
| **Mission Statement/Purpose** | **YES** | **NO** | **Comments** |  |
| Includes a relationship in support of the York College mission |  |  |  |  |
| Includes a broad statement describing aspirations of the unit |  |  |  |  |
| Describes key services provided by the unit |  |  |  |  |
| Describes who the unit serves or target audience |  |  |  |  |
| Is consistent with unit web page |  |  |  |  |
| Acronyms or uncommon terms are fully articulated |  |  |  |  |
| **Goals** |  |  |  |  |
| Each goal is directly linked to the unit mission |  |  |  |  |
| Goals are broad statements written clearly and concisely |  |  |  |  |
| Includes key services or processes to improve |  |  |  |  |
| Acronyms or uncommon terms are fully articulated |  |  |  |  |
| Goals are connected to appropriate division and institutional goal |  |  |  |  |
| **Outcomes** |  |  |  |  |
| Describes desired outcome and what the unit will accomplish |  |  |  |  |
| Outcome is measurable and realistic |  |  |  |  |
| Acronyms or uncommon terms are fully articulated |  |  |  |  |
| Is there at least one outcome for every goal? |  |  |  |  |

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| **Measures** |  |  |  |  |
| Describes procedure used to collect data and has an appropriate balance of direct and indirect measures |  |  |  |  |
| Assessment method is appropriate for desired outcome |  |  |  |  |
| If multiple-item surveys are used, it is clear which specific items are used as measures of which outcomes |  |  |  |  |
| Instrument(s) are identified and attached. |  |  |  |  |
| Instrument(s) were approved by Institutional Effectiveness/Institutional Research |  |  |  |  |
| Identifies who will collect the data (position title/department) |  |  |  |  |
| Is there at least one measure for every outcome? |  |  |  |  |
| **Target** |  |  |  |  |
| Includes criteria for success-- target number (i.e. unit number, percentage etc.), a baseline or standard for comparison |  |  |  |  |
| **Findings** |  |  |  |  |
| Indicates whether outcome has been met or not |  |  |  |  |
| Includes findings for every measurable outcome |  |  |  |  |
| Include number of assessments used to report findings |  |  |  |  |
| Breakdown of findings provided; data tables attached if appropriate |  |  |  |  |
| Is there an action plan for every target “Not Met” or “Partially Met”? |  |  |  |  |
| **Action Plans (Use of Results)** |  |  |  |  |
| Describes all results in detail |  |  |  |  |
| Valid conclusions were drawn from the available data and instrumentation |  |  |  |  |
| Areas of improvement are stated |  |  |  |  |
| All concerns that need to be addressed are identified |  |  |  |  |
| New action/strategy identifying areas to improvement are stated **(If outcome is the same, the same action plan will be used going forward. Implementation notes will be used to update each year until outcome is no longer used.)** |  |  |  |  |
| Identifies resources needed for new action/strategy |  |  |  |  |
| Indicate when and how results are discussed with staff |  |  |  |  |
| **Achievement Summary/Analysis Questions** |  |  |  |  |
| Improvements Achieved-- completed and followed through from previous year |  |  |  |  |
| Analysis Questions Complete |  |  |  |  |
| **Annual/Special Reporting (optional)** |  |  |  |  |
| Highlights of accomplishments related to how assessment activities contributed to the mission of the division and the College--not assessed elsewhere, but related to operational effectiveness |  |  |  |  |
| No personal identifiers in data and reporting (i.e. EMPL numbers). |  |  |  |  |

1. *Adapted from Southeastern Louisiana University. https://www.southeastern.edu/admin/ir/inst\_eff/files/evaluation\_rubric.pdf* [↑](#endnote-ref-1)