

## Administrative, Educational, & Student Support (AESS) Assessment

### Unit Assessment Rubric

**Unit Name:** Click or tap here to enter text.

**Year:** Click or tap here to enter text.

**Mark one category per row**

Source/Element	Capacity Criteria	Initial (1)	Emerging (2)	Developed (3)
York Assessment Management System and Unit webpage	Mission	<input type="checkbox"/> Unit mission is not clear; it fails to identify two or more elements (unit name, their purpose, key functions, who they serve, alignment with the college mission)	<input type="checkbox"/> Unit mission is somewhat clear, and identifies the unit, name, their purpose, key functions, but fails to identify who they serve or does not align with the college mission	<input type="checkbox"/> Unit mission is clear and concise, identifies the unit name, their purpose, key functions, who they serve, and aligns with the college mission
	Goals	<input type="checkbox"/> Goals are not clear, do not align with the unit mission and/or describe what the unit hopes to achieve	<input type="checkbox"/> Goals partially describe how the unit mission will be accomplished and what the unit hopes to achieve	<input type="checkbox"/> Goals clearly describe how the unit mission will be accomplished and what they hope to achieve
Annual Assessment Plan	Outcomes	<input type="checkbox"/> Outcomes are very broad, not measurable, and fail to describe the intended result of an activity, service, transaction, etc. and do not align with the unit mission and goals	<input type="checkbox"/> Outcomes are somewhat vague and/or not measurable, and partially describe the intended result of an activity, service, transaction, etc. in alignment with the unit mission and goals	<input type="checkbox"/> Outcomes use active verbs, are clear, measurable and describe the intended result of an activity, service, transaction, etc. in alignment with the unit mission and goals
	Alignment with Strategic Initiatives	<input type="checkbox"/> Plan outcomes do not align with the college's strategic initiatives	<input type="checkbox"/> Plan outcomes somewhat align with the college's strategic initiatives	<input type="checkbox"/> Plan outcomes clearly align with the college's strategic initiatives
	Alignment with Institutional Learning Outcomes (ILO)  <input type="checkbox"/> Check if N/A (does not have SLOs)	<input type="checkbox"/> Plan fails to align student learning outcomes with institutional learning outcomes	<input type="checkbox"/> Plan aligns only one of the student learning outcomes with institutional learning outcomes or aligns it incorrectly	<input type="checkbox"/> Plan accurately aligns student learning outcomes with institutional learning outcomes
	Activity	<input type="checkbox"/> Plan fails to describe the activities that the unit will engage in to achieve any of its outcomes	<input type="checkbox"/> Plan partially identifies the activities that the unit will engage in to achieve one or more identified outcomes	<input type="checkbox"/> Plan clearly describes the activities that the unit will engage in to achieve all of the plan outcomes

## Administrative, Educational, & Student Support (AESS) Assessment

Source/Element	Capacity Criteria	Initial (1)	Emerging (2)	Developed (3)
	Measure and Measure Type <i>(Direct: measure actual performance; Indirect: perception/opinions)</i>	<input type="checkbox"/> Has not yet developed (or identified) measures for any of the outcomes or those that are identified are unclear and do not tie back to the outcome(s)	<input type="checkbox"/> Has developed (or identified) appropriate measures for some of the outcomes but at least some measures are unclear	<input type="checkbox"/> Has developed (or identified) appropriate measures for all outcomes; the measures are clear and tie back to the outcome
	Target	<input type="checkbox"/> Target is not defined and/or does not align with any of the outcomes	<input type="checkbox"/> Target is identified and partially aligns with some of the outcomes	<input type="checkbox"/> Target clearly identifies a baseline or standard of success that aligns for all outcomes
Year-End Annual Assessment Report	Target Met	<input type="checkbox"/> The target met or not met selection is incorrect based on the results described in the findings section and the target set in the plan	<input type="checkbox"/> The target met or not met selection is accurate for some but not all outcome(s) based on the results described in the findings section and the target set in the plan	<input type="checkbox"/> The target met or not met selection is accurate for all outcomes and reflect the results described in the findings section and the target set in the plan
	Findings and Progress	<input type="checkbox"/> The findings are incomplete, unclear and fail to tie back to any of the outcome(s)	<input type="checkbox"/> The findings are partially described and do not clearly tie back to one or more outcomes(s)	<input type="checkbox"/> The findings for all outcomes clearly tie back to the outcome(s). The progress made is also described as appropriate
	Use of Results  <input type="checkbox"/> Check if there are no changes	<input type="checkbox"/> Type of changes (if any) do not align with the assessment findings for any outcome(s)	<input type="checkbox"/> Type of changes (if any) align with the assessment findings for some but not all outcome(s)	<input type="checkbox"/> Type of changes (if any) clearly align with the assessment findings for all outcome(s)
	Recommended Change(s)	<input type="checkbox"/> Recommended changes are partially mentioned but not clearly identified and/or not explained for any of the outcomes	<input type="checkbox"/> Recommended changes are identified and explained for some outcomes, and/or only partial explanation is provided of why there is no change(s)	<input type="checkbox"/> Recommended changes are thoroughly explained and/or explanation is provided of why there is no change(s) for all outcome assessed
	Action Plan/Next Steps	<input type="checkbox"/> The action plan and next steps are unclear and fail to identify when and how the changes will be implemented, and who is responsible for any of the outcomes	<input type="checkbox"/> The action plan and next steps are partially described but fail to identify when or how the changes will be implemented and/or who is responsible for some of the outcomes	<input type="checkbox"/> Concrete action plan and next steps are described including when and how the changes will be implemented and who is responsible for all outcomes

## Administrative, Educational, & Student Support (AESS) Assessment

Source/Element	Capacity Criteria	Initial (1)	Emerging (2)	Developed (3)
	<i>Overall: Evidence of systematized continuous improvement using assessment findings</i>	<input type="checkbox"/> No evidence of systematized continuous improvement using assessment findings	<input type="checkbox"/> Some evidence of systematized continuous improvement using assessment findings	<input type="checkbox"/> Clear evidence of systematized continuous improvement using assessment findings
	Assessment Communication and Method of Communication	<input type="checkbox"/> The findings will be shared with only one stakeholder via only one method (email, meeting, report etc.)	<input type="checkbox"/> The findings will be shared with more than one stakeholders via one or more methods (email, meeting, report, etc.)	<input type="checkbox"/> The findings will be shared with all stakeholder involved including the department head and divisional VP via one or more methods (email, meeting, report, etc.)
	Attachments: <input type="checkbox"/> Not applicable	<input type="checkbox"/> If applicable, are not attached and thus does not support assessment findings	<input type="checkbox"/> If applicable, are partially attached and thus does not support assessment findings	<input type="checkbox"/> If applicable, are attached and clearly support assessment findings
	Changes Implemented from last year's annual assessment report	<input type="checkbox"/> The current status on the identified changes/action plan (if any) from last year's assessment report is not identified	<input type="checkbox"/> The current status on the identified changes/action plan (if any) from last year's assessment report is partially identified, and/or lacks the time when the changes were implemented, and when they will be reassessed.	<input type="checkbox"/> The current status on the identified changes/action plan (if any) from last year's assessment report is identified, indicates time when the changes were implemented, and when they will be reassessed.

Source Documents: [Click or tap here to enter text.](#)

Next Steps:  No revisions/Publish  Return for revisions

Consider for Assessment Spotlight (*OIESP summarizes and writes about the assessment activity and shares it College-wide*)?  Yes  No

Comments/Recommendations: [Click or tap here to enter text.](#)

Completed by AESSAC Members: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

AESSAC Chair/Co-Chairs: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Feedback Shared with Unit Director/Executive Director: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

*Please contact AESSAC Chairs for questions/concerns.*