

## 2008-2009 Administrative Assessment Report Evaluation Rubric

Unit: \_\_\_\_\_

Instructions: Mark/Highlight each statement that applies. If at least one 1 or 2 statement is marked, then that row receives either a 1 or 2 score, with 1 superseding. To receive an overall row score of 4, all statements in the 4 column must be marked.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<p><b>Findings</b></p> <p>Score _____</p> <p>Comments:</p>	<input type="checkbox"/> Findings not entered	<input type="checkbox"/> Not all Findings have been entered <input type="checkbox"/> The majority of Findings have a “data not gathered” type of statement <input type="checkbox"/> Findings statements do not mirror target statements <input type="checkbox"/> Sample sizes not included where appropriate	<input type="checkbox"/> All Findings fields have either actual Findings or an acceptable statement entered <input type="checkbox"/> Most Findings statements mirror target statements <input type="checkbox"/> Sample sizes included for the majority of Findings <input type="checkbox"/> Partial administrative year data entered as Findings (data which was to be collected more than once was not) <input type="checkbox"/> Target Level Achievement is correctly marked for most Findings <input type="checkbox"/> Further Action Planned is correctly marked for most Findings	<input type="checkbox"/> All Findings have actual Findings data entered <input type="checkbox"/> Findings statements mirror target statements <input type="checkbox"/> Sample sizes included in all applicable Findings <input type="checkbox"/> Full administrative year’s data entered as Findings <input type="checkbox"/> Target Level Achievement is correctly marked <input type="checkbox"/> Further Action Planned is marked “Yes” for all targets that were “Not Met” or “Partially Met”
<p><b>Action Plan Tracking</b></p> <p>Score _____</p> <p>Comments:</p> <p><i>The university is starting a new strategic planning cycle. Units were asked to not add action plans at this time.</i></p>	<input type="checkbox"/> No Action Plans entered	<input type="checkbox"/> Action Plans entered do not address “target not met” or “target partially met” measures/outcomes <input type="checkbox"/> Additional Action Plans are necessary to address “target not met” or “target partially met” measures/outcomes	<input type="checkbox"/> For reports with at least one “target not met” an Action Plan is developed and/or appropriately linked to each outcome that had measure(s) with a “Not Met” or “Partially Met” target. <input type="checkbox"/> For reports with all targets met –at least one Action Plan was developed	<input type="checkbox"/> For reports with at least one “target not met” or “target partially met” an Action Plan is developed and/or appropriately linked to each outcome that had measure(s) with a “Not Met” or “Partially Met” target <b>and</b> the results of these actions should provide evidence of continuous improvement <input type="checkbox"/> The appropriate number of Action Plans were developed to provide evidence of continuous improvement activities
<p><b>Action Tracking</b></p> <p>Score _____</p> <p>Comments:</p>	<input type="checkbox"/> Tracking has not been updated (2006-2008)	<input type="checkbox"/> Tracking has not been updated (2008)	<input type="checkbox"/> Tracking has been updated (2006-2008)	<input type="checkbox"/> Tracking has been updated (2006-2008) and “closing the loop” evidence is provided.

<p><b>Analysis</b></p> <p><b>Score</b> _____</p> <p><b>Comments:</b></p>	<p><input type="checkbox"/> Analysis not entered</p>	<p><input type="checkbox"/> Only one Analysis topic entered (either Strength or Attention Needed)</p> <p><input type="checkbox"/> Analysis is perfunctory</p>	<p><input type="checkbox"/> "Strength Analysis" summarizes how the unit has provided evidence of improvements based on analysis of assessment results, however more detail could have been included</p> <p><input type="checkbox"/> "Attention Needed Analysis" discussion is based on objectives that were not accomplished in the previous year, however more detail could have been included or plans for improvement could have been summarized</p>	<p><input type="checkbox"/> "Strength Analysis" summarizes how the unit has provided evidence of improvements based on analysis of assessment results</p> <p><input type="checkbox"/> "Attention Needed Analysis" discussion is based on objectives that were not accomplished in the previous year and plans for improvement (Action Plans) are summarized or discussed.</p>
<p><b>Annual Report</b></p> <p><b>Score</b> _____</p> <p><b>Comments:</b></p>	<p><input type="checkbox"/> No Annual Report entered</p>	<p><input type="checkbox"/> <i>Administrative Unit Assessment Report Guidelines (Summer 2008) were not followed for most of the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Summary</li> <li><input type="checkbox"/> Contributions to the Institution</li> <li><input type="checkbox"/> Highlights</li> <li><input type="checkbox"/> Teaching Activities</li> <li><input type="checkbox"/> Research &amp; Scholarly Activities</li> <li><input type="checkbox"/> Public/Community Service</li> <li><input type="checkbox"/> International Activities</li> <li><input type="checkbox"/> Challenges</li> </ul>	<p><input type="checkbox"/> <i>Administrative Unit Assessment Report Guidelines (Summer 2008) were followed for most of the following (note some fields could have been appropriately been left blank):</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Summary</li> <li><input type="checkbox"/> Contributions to the Institution</li> <li><input type="checkbox"/> Highlights</li> <li><input type="checkbox"/> Teaching Activities</li> <li><input type="checkbox"/> Research &amp; Scholarly Activities</li> <li><input type="checkbox"/> Public/Community Service</li> <li><input type="checkbox"/> International Activities</li> <li><input type="checkbox"/> Challenges</li> </ul>	<p><input type="checkbox"/> <i>Administrative Assessment Report Guidelines (Summer 2008) were followed for all of the following (note some fields could have been appropriately been left blank):</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Summary</li> <li><input type="checkbox"/> Contributions to the Institution</li> <li><input type="checkbox"/> Highlights</li> <li><input type="checkbox"/> Teaching Activities</li> <li><input type="checkbox"/> Research &amp; Scholarly Activities</li> <li><input type="checkbox"/> Public/Community Service</li> <li><input type="checkbox"/> International Activities</li> <li><input type="checkbox"/> Challenges</li> </ul>

**Overall Assessment of Unit's Assessment Report:**

<p><b>Select one:</b></p> <p>___ Report does not support SACS Comprehensive Standard 3.3.1</p> <p>___ Report inadequately supports SACS Comprehensive Standard 3.3.1.</p> <p>___ Report adequately supports SACS Comprehensive Standard 3.3.1.</p> <p>___ Report should be commended as one which demonstrates the spirit of SACS Comprehensive Standard 3.3.1.</p>	<p><b>Recommendations:</b></p> <p>___ Report should be revised and/or completed</p> <p>___ Report should be edited</p> <p>___ Improvements could be made next year</p> <p>___ Keep up the good work, it is appreciated</p>
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**Additional Comments:**