

**Non-Academic Unit Assessment Rubric**

*Use this rubric to assess the quality of the outcome and assessment plan*

Unit/Department: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

	<b>Mission Statement</b>	<b>Goals</b>	<b>Outcomes</b>	<b>Assessment Methods</b>	<b>Results</b>	<b>Improvements</b>
<b>Developing</b>	Mission statement identifies who the unit serves.	Goals do not tie to the mission and do not make sense for the unit, or goals are missing, or goals do not reflect the unit's overarching purpose.	No outcomes are stated, or stated outcomes are not measurable, or an unrealistically large number of outcomes are stated.	Assessment methods are not stated for the outcomes, or description of assessment methods is not clear, or assessment methods are not appropriate for stated outcomes	No findings are reported, or results do not map to the outcomes or assessment methods, or results do not include a data summary.	Does not state a plan to utilize results for improvement.
<b>Competent</b>	Mission statement identifies who the unit serves and its primary function(s).	Goals present, but do not reflect what the unit hopes to accomplish, or the goals cannot be measured, or their relationship to the mission is ambiguous.	Outcomes are stated, but only some are stated in measurable terms, or only 1 outcome is stated, or outcomes are only somewhat related to the goals and mission.	Assessment methods only stated for some outcomes, or only some assessment methods are clearly described, or only some assessment methods are appropriate	Findings are only reported for some active outcomes, or findings lack clarity, or results only partially map to the outcomes and assessment methods, or results only include a partial data summary.	States a plan for improvement, but the plan is unrelated to results.
<b>Exemplary</b>	Mission statement identifies who the unit serves, its primary function(s), and how the unit's mission supports the college's mission.	Goals clearly tie to the mission, are able to be measured through an appropriate outcome, and are reasonable given the program/unit.	At least 2 outcomes and no more than a reasonably achievable number of outcomes are stated in measurable terms, and the outcomes are directly related to the goals and mission.  2015-2016: at least 2 2016-2017: at least 2	Assessment methods stated for each outcome, and each assessment method is clearly described, and assessment methods are appropriate for the stated outcomes.  2015-2016: at least 1 2016-2017: at least 2	Findings are reported for each stated assessment method and those findings are clearly stated, and results map directly to the outcomes and assessment methods, and results include a data summary.  2015-2016: at least 1 2016-2017: at least 2	States a clear plan to utilize results for improvement or has implemented an improvement that is related to results.  For 2015-2016, at least 1 outcome should be followed through to an improvement. For 2016-2017, at least 2 outcomes should have improvements.