



Annual Co-Curricular and Support Unit
Assessment Report Rubric
Office of Assessment (Revised 01/04/2017)

	Exemplary (3)	Accomplished (2)	Emerging (1)	Beginning (0)
Introduction	Unit Purpose is provided. AND Unit Mission Statement is provided. AND A narrative is provided connecting the unit to the institution's Mission Statement.	Unit Purpose is provided. AND Unit Mission Statement is provided.	Unit Purpose is provided. OR Unit Mission Statement is provided.	Neither a Purpose Statement or Mission Statement are provided.

	Exemplary (3)	Accomplished (2)	Emerging (1)	Beginning (0)
Program Goals, Student Learning Outcomes & Assessment Cycle	<p>Program Goals are provided. AND Student Learning Outcomes and/or Key Performance Indicators are provided. AND Assessment Cycle is provided. AND There is a narrative establishing a clear connection between the Program Goals and Student Learning Outcomes and/or Key Performance Indicators. AND Assessment Cycle is aligned to Program Review cycle.</p>	<p>Program Goals are provided. AND Student Learning Outcomes and/or Key Performance Indicators are provided. AND Assessment Cycle is provided. AND There is a narrative establishing a clear connection between the Program Goals and Student Learning Outcomes and/or Key Performance Indicators.</p>	<p>Program Goals are provided. AND Student Learning Outcomes and/or Key Performance Indicators are provided. AND Assessment Cycle is provided.</p>	<p>Program is missing one or more components: Program Goals, Student Learning Outcomes, Key Performance Indicators, or Assessment Cycle.</p>

	Exemplary (3)	Accomplished (2)	Emerging (1)	Beginning (0)
Curriculum Map	<p>Curriculum Map is provided. AND Student Learning Outcomes and/or Key Performance Indicators are mapped against courses/events offered in the program. AND Map indicates multiple levels of Student Learning Outcome application by course, as applicable. AND Curriculum Map indicates in which courses/events programmatic assessment will occur.</p>	<p>Curriculum Map is provided. AND Student Learning Outcomes and/or Key Performance Indicators are mapped against courses offered in the program. AND Map indicates multiple levels of Student Learning Outcome application by course, as applicable.</p>	<p>Curriculum Map is provided. AND Student Learning Outcomes and/or Key Performance Indicators are mapped against courses offered in the program.</p>	<p>No Curriculum Map is provided.</p>

	Exemplary (3)	Accomplished (2)	Emerging (1)	Beginning (0)
Assessment Methods and Measures	<p>Assessment Measures are identified for each Student Learning Outcome and/or Key Performance Indicator.</p> <p>AND</p> <p>The program is assessing both formative and summative assessment points within the program.</p> <p>AND</p> <p>The primary assessment measure for each Student Learning Outcome and/or Key Performance Indicator is direct.</p> <p>AND</p> <p>The primary assessment measure is attached to a specific course/event within the program/unit.</p>	<p>Assessment Measures are identified for each Student Learning Outcome and/or Key Performance Indicator.</p> <p>AND</p> <p>The primary assessment measure for each Student Learning Outcome and/or Key Performance Indicator is direct.</p> <p>AND</p> <p>The primary assessment measure is attached to a specific course/event within the program/unit.</p>	<p>Assessment Measures are identified for each Student Learning Outcome and/or Key Performance Indicator.</p> <p>AND</p> <p>The primary assessment measure for each Student Learning Outcome is indirect.</p> <p>OR</p> <p>The primary assessment measure is NOT attached to a specific course/event within the program/unit.</p>	<p>Assessment Measures are identified for each Student Learning Outcome and/or Key Performance Indicator, however they are not connected to courses/events, nor are they direct.</p> <p>OR</p> <p>No Assessment Methods and Measures are provided.</p>

	Exemplary (3)	Accomplished (2)	Emerging (1)	Beginning (0)
Data Collection & Review	<p>An explanation providing how the data will be collected for each Student Learning Outcome and/or Key Performance Indicator is provided.</p> <p>AND</p> <p>A benchmark/target/goal is provided for each Student Learning Outcome and/or Key Performance Indicator.</p> <p>AND</p> <p>An explanation is provided outlining how each benchmark was established.</p> <p>AND</p> <p>A narrative is provided outlining who is responsible for data collection and data management.</p>	<p>An explanation providing how the data will be collected for each Student Learning Outcome and/or Key Performance Indicator is provided.</p> <p>AND</p> <p>A benchmark/target/goal is provided for each Student Learning Outcome and/or Key Performance Indicator.</p> <p>AND</p> <p>A narrative is provided outlining who is responsible for data collection and data management.</p>	<p>An explanation providing how the data will be collected for each Student Learning Outcome and/or Key Performance Indicator is provided.</p> <p>AND</p> <p>A benchmark/target/goal is provided for each Student Learning Outcome and/or Key Performance Indicator.</p>	<p>No explanation providing how the data will be collected for each Student Learning Outcome and/or Key Performance Indicator is provided.</p> <p>OR</p> <p>No benchmark/target/goal is provided for each Student Learning Outcome and/or Key Performance Indicator.</p>

	Exemplary (3)	Accomplished (2)	Emerging (1)	Beginning (0)
Data Analysis	<p>A description of who will participate in data analysis is provided.</p> <p>AND</p> <p>Two or more individuals are involved in data analysis.</p> <p>AND</p> <p>A narrative is provided outlining how the results will be shared with faculty/staff.</p> <p>AND</p> <p>A narrative is provided that connects the results of each measure to the Student Learning Outcomes and/or Key Performance Indicators.</p>	<p>A description of who will participate in data analysis is provided.</p> <p>AND</p> <p>A narrative is provided outlining how the results will be shared with faculty/staff.</p> <p>AND</p> <p>A narrative is provided that connects the results of each measure to the Student Learning Outcomes and/or Key Performance Indicators.</p>	<p>A description of who will participate in data analysis is provided.</p> <p>AND</p> <p>A narrative is provided outlining how the results will be shared with faculty/staff.</p>	<p>No description of who will participate in data analysis is provided.</p> <p>OR</p> <p>No narrative is provided outlining how the results will be shared with faculty/staff.</p>



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