

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.	Unit Purpose is provided.	Unit Purpose is	Neither a Purpose
	AND	AND	provided.	Statement or Mission
	Unit Mission Statement is	Unit Mission Statement is	OR	Statement are provided.
	provided.	provided.	Unit Mission Statement	
	AND		is provided.	
	A narrative is provided			
	connecting the unit to the			
	institution's Mission			
	Statement.			

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

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

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

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

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



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