

INSTITUTIONAL EFFECTIVENESS PLAN EVALUATION RUBRIC – ADMIN/STUDENT SUPPORT SERVICES

Unit name:

Director/Unit head:

Sub-unit name(s):

VP:

Date:

Component	Component Fully Met (Rating = 3)	Component Met (Rating = 2)	Component Partially Met (Rating = 1)	Component Not Met (Rating = 0)	Rating
Mission	Mission includes unit name, purpose, primary function/activities and stakeholders. Aligns with University mission and multiple strategic plan goals.	Mission includes unit name, purpose, primary function/activities and stakeholders. Aligns with University mission and at least one strategic plan goal.	Mission stated with some clarity. Relationship to University mission and strategic plan is implied but lacks clarity.	Unit mission lacks clarity or is not stated. Relationship to University mission and strategic plan is unclear or missing.	
Expected Outcomes	Outcomes are consistently stated in measurable terms. Includes 3-5 outcomes that have been selected to inform the program improvement process.	Outcomes stated in measurable terms. Includes 3-5 outcomes.	Outcomes stated, but not all are stated in measurable terms and/or only 2 outcomes.	Outcomes not stated at all or not stated in measurable terms or only 0-1 outcome.	
Assessment Methods	Assessment method(s) clearly stated in terms of: type of data, source of data, and appears appropriate. As a group, assessments include direct and indirect measures.	Assessment method(s) clearly stated in terms of: type of data, source of data, and appears appropriate. As a group, assessments include direct and indirect measures.	Assessment method(s) described but lacks 1 of the following: type of data, source of data, or appropriateness. As a group, assessments do not include direct and indirect measures.	Assessment method(s) described but lacks 2 or more of the following: type of data, source of data, or appropriateness. As a group, assessments do not include direct and	

				indirect measures.	
Targeted Criteria	Criteria for success clearly defined and are specific, quantifiable performance targets. Criteria level is improvement focused, supported by rationale.	Criteria for success defined and are specific, quantifiable performance targets. Criteria level is improvement focused.	Assessment criteria lacks 1 of the following: Criteria for success, quantifiable performance target, criteria level is improvement focused.	Assessment criteria lacks 2 or more of the following: Criteria for success, quantifiable performance target, criteria level is improvement focused.	
Time Frame	Time frame specified and allows for at least two “closing the loop” efforts to occur annually.	Time frame specified.	Only 2 time frames specified.	Only 0-1 time frame specified.	
Student Learning Outcomes <i>If not applicable, rate as n/a.</i>	Outcomes are consistently stated in measurable terms. Includes 3-5 SLOs that have been selected to inform the program improvement process.	Outcomes stated in measurable terms. Includes 3-5 SLOs.	Outcomes stated, but not all are stated in measurable terms and/or only 2 SLOs.	Outcomes not stated at all or not stated in measurable terms or only 0-1 SLOs.	
Notes on actions needed before approval:					
Action Decided by Institutional Effectiveness Committee: _____ Revisions Needed _____ IE Plan Approved					