

Assessment Review

Mid-Cycle End-of-Cycle

Reviewer Name:	Expectations			Date of Review:
Unit/Division Name:	Does not Meet	Meets	Exceeds	Comments/Suggestions
Objectives (SMART) - Minimum of 3 Objectives				
<ul style="list-style-type: none"> An <i>Administrative Objective</i> is a statement of intention, describing a task to be accomplished or a point to be reached <i>Objectives</i> should align with a goal. It should specify how the goal will be accomplished. Action verbs describe the achievement that is intended or desired <p>Specific, Measurable (verifiable), Actionable/Achievable, Realistic/Relevant, Time-bound</p> <p>Level Up:</p> <ul style="list-style-type: none"> Can collaborate with other depts All <i>Objectives</i> align with institutional strategic plan and/or CPE DEI plan 				
Supported Initiative - Minimum 1				
<ul style="list-style-type: none"> Align <i>Objective(s)</i> with institutional strategic plan initiative <p>Level Up:</p> <ul style="list-style-type: none"> One or more Supported Initiatives for every <i>Objective</i> 				

<p>Measures (3M's) - Minimum 1 per Objective</p> <ul style="list-style-type: none"> • A <i>Measure</i> is a method used to gauge the achievement of the listed Objective. • Measures encompass a wide variety of sources of information and should indicate or infer performance on the Objectives. Direct and/or Indirect Measures <p>Measurable/observable: Observe it, count, quantify it, etc. Meaningful: Represents key components of the objective Manageable: Can be measured without excessive effort</p> <p>Level Up:</p> <ul style="list-style-type: none"> • Uses a rubric when assessing a process/procedure • Considers industry best practices • Utilizes enchmark data as comparison 				
<p>Targets - Minimum 1 per Measure</p> <ul style="list-style-type: none"> • Expected levels of performance or achievement 				
<p>Findings - Minimum 1 per Target</p> <ul style="list-style-type: none"> • Reported <i>Findings</i> provide direct evidence of unit performance with respect to the Objectives and identified <i>Targets</i> 				
<p>Analysis of Findings - Minimum 1 per Target</p> <ul style="list-style-type: none"> • <i>Analysis of Findings</i> summarizes the takeaways from the information reported in the <i>Findings</i>. Why did the area achieve the results it did? • This is where you can answer the "So what?" and "What now?" questions. <p><i>Here are some guiding questions:</i></p> <ul style="list-style-type: none"> ○ What does that say about how well the administrative area is performing? ○ How do the findings compare to findings from previous years? ○ Do the findings suggest any improvements? <p>Level Up:</p> <ul style="list-style-type: none"> • Reflects upon the Measure used. Suggestions for something better? • Looks for gaps in the data • Disaggregates data by subpopulations • Considers further investigation of concerning data 				

Action Plan				
<ul style="list-style-type: none"> • Creates an <i>Action plan</i> where applicable • <i>Action plan</i> is directly aligned with Objectives • <i>Action plan</i> addresses lessons learned from the Analysis of Findings • <i>Action plans</i> should be manageable <p><i>Examples</i></p> <ul style="list-style-type: none"> • Target certain Objective for further study • Revising surveys • Adopting new technology • New programs or services • Additional support to stakeholders 				

Additional Comments by Review Committee: