

# Assessment Report Review

Unit/Division Name:	Review Name:				Date of Review:	
Content Expectations		Expectations Rating			Feedback	
Mission Statement Expectations		Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions
<p>1. A <i>Mission Statement</i> is a brief (1 to 2 sentences), broad statement of the directions, values and aspirations of the division and should provide a clear description of its purpose</p> <p>2. The <i>mission statement</i> should be understandable to a general audience and should align with the NKU's mission</p> <p>3. A mission statement defines the division's purpose, why/how it does it, and whom it serves.</p> <p>4. The mission statement serves as a reflection of the organization's identity and purpose, providing direction and focus</p> <p>5. Mission statement in plan should be the same as what is published on website.</p> <p><b>Level Up:</b></p> <ul style="list-style-type: none"> <li>Include aspirations or long-term impact to make mission statement inclusive to NKU's future by providing inspiration and momentum, not just description.</li> <li>Uses active, dynamic wording that communicates not only why the division exists, but how it actively fulfills its purpose.</li> </ul>	<p>Mission statement is missing or unclear or overly complex.</p> <p>Not audience-friendly.</p> <p>No alignment with NKU's mission.</p> <p>Missing clear purpose, audience, or identity.</p>	<p>Somewhat vague or too long.</p> <p>Contains jargon or unclear phrasing.</p> <p>Weak or indirect alignment to NKU's mission.</p> <p>Partially defines purpose; lacks strong identity.</p>	<p>Mostly clear and within length.</p> <p>Understandable with minimal jargon.</p> <p>Generally aligned with NKU's mission.</p> <p>Purpose and audience are defined, identity somewhat present.</p>	<p>Meets all criteria and also includes one or more of the following Level Up options:</p> <p>A. includes aspirational, forward-looking language.</p> <p>B. Uses active language to show how the division actively fulfills its purpose.</p>	<p>For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For 'Meets' rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>	

Goals Expectations	Does not Meet	Partially Meets	Meets	Exceeds	□ Mid-Cycle Review	□ End-of-Cycle Review
					Comments/Suggestions	Comments/Suggestions
<p>1. Minimum 1 goal per assessment plan</p> <p>2. <i>Goals</i> are broad statements that describe the overarching long-term intended outcomes</p> <p>3. Goals are intangible, abstract, and not measurable</p> <p>4. Goals are primarily used for general planning and are used as the starting point to the development and refinement of outcomes.</p> <p>5. Goals align with the mission statement</p> <p><b>Level Up:</b> Frame goals so that several related objectives can be aligned with and support a single goal.</p>	<p>No goals listed or fewer than one goal in the assessment plan.</p> <p>Goals are specific, measurable, or written as outcomes or activities.</p> <p>Goals do not reflect long-term intent or purpose.</p> <p>Goals are not used to guide outcomes or planning.</p> <p>Goals do not align with the mission statement.</p>	<p>At least one goal listed, but goals are unclear or inconsistently stated.</p> <p>Goals show some abstraction but include measurable or operational elements.</p> <p>Goals reflect limited long-term intent.</p> <p>Goals loosely inform outcome development.</p> <p>Partial or implied alignment with the mission statement.</p>	<p>At least one clearly stated goal included in the assessment plan.</p> <p>Goals are broad, long-term, and intentionally non-measurable.</p> <p>Goals describe overarching, long-term intended outcomes.</p> <p>Goals serve as the starting point for outcome development and refinement.</p> <p>Goals clearly align with the mission statement.</p>	<p>Meets all criteria and also includes this the following Level Up option:</p> <p>A Goal that is framed in such a way that multiple objectives align and support the single goal.</p>	<p>For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For 'Meets' rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>	

						<input type="checkbox"/> Mid-Cycle Review	<input type="checkbox"/> End-of-Cycle Review
Objectives (SMART) Expectations		Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions	
1. Minimum 3 objectives per report 2. An <i>Administrative Objective</i> is a specific statement of intention, describing a task to be accomplished or a point to be reached 3. <i>Objectives</i> should align with a goal. It should specify how the goal will be accomplished. 4. Action verbs describe the achievement that is intended or desired 5. The Objective is SMART: <b>S</b> pecific, <b>M</b> easurable (verifiable), <b>A</b> ctionable/Achievable, <b>R</b> ealistic/ <b>R</b> elevant, <b>T</b> ime-bound  Level Up: <ul style="list-style-type: none"><li>Objectives encourage collaboration across units or divisions, showing how multiple areas contribute to the same goal.</li><li>Strategic alignment: All <i>Objectives</i> align with at least one Strategic Initiative in the form of a Supportive Initiative.</li></ul>	Fewer than three objectives listed or objectives missing.  Objectives are vague, broad, or written as goals rather than tasks.  Objectives do not align with a goal.  Lacks action verbs or uses passive language.  Objectives are not SMART.	Three or more objectives listed, but some are unclear or incomplete.  Objectives identify tasks but lack specificity or clarity.  Partial or unclear alignment with a goal.  Uses some action verbs but inconsistently.  Objectives meet some SMART criteria but not all.	At least three objectives included in the report and all objectives in the report are clearly stated.  Objectives are specific statements describing tasks or points to be reached.  Objectives clearly align with and explain how the goal will be accomplished.  Uses clear action verbs describing intended achievement.  Objectives meet all SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound).	Meets all criteria and also includes one or more of the following Level Up options:  A. Objectives encourage collaboration across units or divisions, showing how multiple areas contribute to the same goal.  B. Strategic alignment: All <i>Objectives</i> align with a Strategic Initiative in the form of a Supportive Initiative.	For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.  For 'Meets' rating: Provide additional feedback for suggested improvements.  For all ratings: Provide any positive feedback about the mission statement.		

Supported Initiative Expectations	Does not Meet	Partially Meets	Meets	<input type="checkbox"/> Mid-Cycle Review	<input type="checkbox"/> End-of-Cycle Review
				Exceeds	Comments/Suggestions
<p>1. Minimum 1 Supported Initiative per report</p> <p>2. Strategic plan alignment is demonstrated in the assessment plan using Supported Initiatives</p> <p>3. Strategic Initiative referring to NKU's strategic plan (dropdown option in Supported Initiative section) is linked to an Objective</p> <p>Level Up:</p> <ul style="list-style-type: none"> <li>• All <i>Objectives</i> have a linkage to Strategic Initiative in WEAVE as a Supported Initiative</li> </ul>	<p>No Supported Initiative listed in the report.</p> <p>Strategic plan alignment is not demonstrated</p> <p>Supported Initiative is not linked to an Objective.</p>	<p>Strategic alignment is implied but not clearly demonstrated</p> <p>.</p>	<p>At least one Supported Initiative included in the report.</p> <p>Strategic plan alignment is clearly demonstrated in the assessment plan.</p> <p>Supported Initiative (from NKU strategic plan dropdown) is linked to at least one Objective.</p>	<p>Meets all criteria and also includes the following Level Up option:</p> <p>A. All Objectives are linked to a Strategic Initiative in WEAVE in the form of a Supportive Initiative.</p>	<p>For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For 'Meets' rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>

Measures Expectations	Does not Meet	Partially Meets	Meets	Exceeds	□ Mid-Cycle Review	□ End-of-Cycle Review
					Comments/Suggestions	Comments/Suggestions
<p>1. Minimum 1 Measure per every Objective in report</p> <p>2. A <i>Measure</i> is a method used to gauge the achievement of the listed Objective</p> <p>3. Measure is aligned with the Objective and capable of showing achievement of that Objective.</p> <p>4. Utilizes Impact, Efficiency, and/or Quality Measures</p> <p>5. Each measure is chosen to inform decisions, improvements, or strategic actions.</p> <p>6. Measures encompass a wide variety of sources of information and should indicate or infer performance on the Objectives. <b>Direct and/or Indirect Measures</b></p> <p>7. Measurable/observable: Observe it, count, quantify it, etc.</p> <p>8. Meaningful: Represents key components of the objective</p> <p>9. Manageable: Can be measured without excessive effort</p> <p>Level Up:</p> <ul style="list-style-type: none"> <li>• Uses a rubric when assessing a process/procedure, considers industry best practices, utilizes benchmark data as comparison</li> <li>• Assessment plan utilizes 2 or more types of measures: Impact, Efficiency, and Quality Measures</li> </ul>	<p>One or more objectives lack a corresponding measure.</p> <p>Measures are unclear, misaligned, or do not show achievement.</p> <p>Measures are vague, not observable, or not measurable.</p> <p>Measures do not inform decisions or improvement.</p> <p>Limited or single type of measure used.</p> <p>Measures are burdensome or misaligned with capacity.</p>	<p>At least one measure is included for every objective.</p> <p>Measures are loosely related to objectives.</p> <p>Measures are measurable but lack clarity or precision.</p> <p>Measures provide limited insight for improvement.</p> <p>More than one measure used, but limited in type.</p> <p>Measures are manageable but inefficient.</p>	<p>At least one measure is included for every objective.</p> <p>Measures are aligned with objectives and capable of showing achievement.</p> <p>Measures are observable, countable, or quantifiable.</p> <p>Measures are chosen to inform decisions, improvements, or actions.</p> <p>Uses impact, efficiency, and/or quality measures as appropriate.</p> <p>Measures are meaningful and manageable to collect.</p>	<p>Meets all criteria and also includes one or more of the following Level Up options:</p> <p>A. Uses a rubric when assessing a process/procedure, considers industry best practices, utilizes benchmark data as comparison.</p> <p>B. Assessment plan utilizes 2 or more types of measures: Impact, Efficiency, and Quality Measures.</p>	<p>For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For 'Meets' rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>	

Targets Expectations	Does not Meet	Partially Meets	Meets	Exceeds	<input type="checkbox"/> Mid-Cycle Review	<input type="checkbox"/> End-of-Cycle Review
					Comments/Suggestions	
<p>1. Minimum 1 Target per every Measure in the report</p> <p>2. The overall level for satisfactory performance within a reporting period.</p> <p>3. A Target is quantifiable. It is usually expressed in terms of percentages, ratios, or actual numbers.</p> <p>4. Targets should be appropriately challenging and attainable in the given timeframe.</p> <p>Level Up:</p> <ul style="list-style-type: none"> <li>Targets are grounded in historical data, trends, peer benchmarks, or national standards, providing rationale for why the target is appropriate.</li> <li>Define minimum thresholds along with an aspirational target</li> </ul>	<p>One or more measures lack a target.</p> <p>Targets are missing, vague, or not quantifiable.</p> <p>Targets do not define satisfactory performance.</p> <p>Targets are unrealistic or not aligned with timeframe.</p>	<p>At least one target is included for every measure.</p> <p>Targets are stated but lack precision.</p> <p>Targets partially define satisfactory performance.</p> <p>Targets are somewhat challenging but may be misaligned with timeframe.</p>	<p>At least one target is included for every measure.</p> <p>Targets are clearly defined and quantifiable (e.g., %, ratio, number).</p> <p>Targets clearly define satisfactory performance within the reporting period.</p> <p>Targets are appropriately challenging and attainable within the timeframe.</p>	<p>Meets all criteria and also includes one or more of the following Level Up options:</p> <p>A. Targets are grounded in historical data, trends, peer benchmarks, or national standards, providing rationale for why the target is appropriate.</p> <p>B. Define minimum thresholds along with an aspirational target.</p>	<p>For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For 'Meets' rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>	

						<input type="checkbox"/> Mid-Cycle Review	<input type="checkbox"/> End-of-Cycle Review
Findings Expectations	Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions		
<p>1. Minimum 1 Finding per every Target in the report</p> <p>2. The reporting of the data collected from the assessment <i>Measure</i>.</p> <p>3. <i>Findings</i> are reported in comparison to the <i>Target</i>, identifying that the <i>Target</i> was <u>Met</u>, <u>Partially Met</u>, <u>Not Met</u>, or <u>Exceeded</u>. Findings can also reflect that results were <u>Not Reported This Period</u>.</p> <p>Level Up:</p> <ul style="list-style-type: none"> <li>Share results with stakeholders, including students and administrators</li> <li>Adding evidence documentation attachments to assessment plan in WEAVE</li> <li>Findings are reported in relation to previous assessment cycles, peer institutions, or national benchmarks, providing richer context for performance.</li> </ul>	<p>Findings are missing for one or more measures.</p> <p>Results are unclear, incomplete, or not linked to the measure.</p> <p>Results are not quantifiable or observable.</p> <p>Findings are not compared to targets.</p>	<p>Findings are reported for every measure.</p> <p>Results are reported but lack clarity or context.</p> <p>Results are somewhat quantifiable but inconsistently reported.</p> <p>Limited or unclear comparison to targets.</p>	<p>Findings are reported for every measure.</p> <p>Findings clearly report results for each measure.</p> <p>Results are clearly quantifiable or observable (e.g., %, counts).</p> <p>Findings explicitly compare results to stated targets.</p>	<p>Findings are reported for every measure.</p> <p>Meets all criteria and also includes one or more of the following Level Up options:</p> <p>A. Includes an intention to share results with stakeholders, including students and administrators.</p> <p>B. Evidence documentation has been attached to assessment plan in WEAVE.</p> <p>C. Findings are reported in relation to previous assessment cycles, peer institutions, or national benchmarks, providing richer context for performance.</p>	<p>For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For 'Meets' rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>		

						<input type="checkbox"/> Mid-Cycle Review	<input type="checkbox"/> End-of-Cycle Review
Analysis of Findings Expectations		Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions	
1. Minimum 1 Finding per every Target in the report 2. <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? 3. Includes an interpretive summary where data results collected are: <ul style="list-style-type: none"><li>• Examined</li><li>• Explained</li><li>• Given Meaning</li></ul> 4. This is where you can answer the "So what?" and "What now?" questions.  <i>Here are some guiding questions:</i> <ul style="list-style-type: none"><li>○ What does that say about how well the administrative area is performing?</li><li>○ How do the findings compare to findings from previous years?</li><li>○ Do the findings suggest any improvements?</li></ul> <i>Level Up:</i> <ul style="list-style-type: none"><li>• Celebrate your wins!</li><li>• Reflects upon the Measure used. Suggestions for something better?</li><li>• Searches for gaps in the data</li><li>• Disaggregates data by subpopulations</li><li>• Considers further investigation of concerning data</li></ul>		<p>Analysis is missing for one or more findings.</p> <p>Little or no summary or interpretation of results.</p> <p>Does not examine, explain, or give meaning to results.</p> <p>Does not address "So what?" or "What now?".</p>	<p>Analysis is included for every finding.</p> <p>Some summary and/or interpretation provided, but limited explanation.</p> <p>Some examination, explanation, and/or meaning given to results.</p> <p>Partially addresses implications or next steps.</p>	<p>Analysis is included for every finding.</p> <p>Clearly explains why results occurred and what they mean.</p> <p>Clearly examines, explains, and gives meaning to results.</p> <p>Clearly answers "So what?" and "What now?".</p>	<p>Meets all criteria and also includes one or more of the following Level Up options:</p> <p>A. Celebrates the wins by recognizing improvements or positive results.</p> <p>B. Reflects on the measure used.</p> <p>C. Searches for or identifies gaps in the data.</p> <p>D. Disaggregates the data by subpopulations.</p> <p>E. Questions or considers further investigation of concerning data.</p>	<p>For 'Does Not Meet' and 'Partially Meets' ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For 'Meets' rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>	

Mid-Cycle Review End-of-Cycle Review

Next Steps Expectations (Provide information in the Analysis of Findings section)	Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions
<p>1. <i>Next Steps</i> are included in the Analysis of Findings</p> <p>2. <i>Next Steps</i> directly aligned with Objectives</p> <p>3. <i>Next Steps</i> address lessons learned from the Analysis of Findings by answering the “What now?” question.</p> <p>4. <i>Next Steps</i> should be manageable</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> <li>o Improvement to a process or</li> <li>o Revising surveys</li> <li>o Adopting new technology</li> <li>o New programs or services</li> <li>o Additional support to stakeholders</li> </ul> <p><i>Level Up:</i></p> <ul style="list-style-type: none"> <li>• <i>Next Steps</i> discuss potential barriers</li> <li>• <i>Next Steps</i> include collaboration and stakeholder engagement</li> <li>• <i>Next Steps</i> include a timeline, responsible parties, and follow-up measures for monitoring progress.</li> </ul>	<p>Next Steps are missing or not included in the Analysis of Findings.</p> <p>Next Steps are not aligned with objectives.</p> <p>Next Steps do not address findings or lessons learned.</p> <p>Next Steps are unrealistic or overly ambitious.</p>	<p>Next Steps are included but incomplete or unclear.</p> <p>Partial or unclear alignment with objectives.</p> <p>Next Steps loosely address findings.</p> <p>Next Steps are somewhat manageable but lack clarity.</p>	<p>Next Steps are clearly included in the Analysis of Findings.</p> <p>Next Steps directly align with stated objectives.</p> <p>Next Steps clearly address lessons learned and answer “What now?”.</p> <p>Next Steps are realistic, specific, and manageable.</p>	<p>Meets all criteria and also includes one or more of the following Level Up options:</p> <p>A. <i>Next Steps</i> discuss potential barriers.</p> <p>B. <i>Next Steps</i> include collaboration and stakeholder engagement.</p> <p>C. <i>Next Steps</i> include a timeline, responsible parties, and follow-up measures for monitoring progress.</p>	<p>For ‘Does Not Meet’ and ‘Partially Meets’ ratings: Provide specific examples from the assessment plan for possible improvements.</p> <p>For ‘Meets’ rating: Provide additional feedback for suggested improvements.</p> <p>For all ratings: Provide any positive feedback about the mission statement.</p>
Comprehensively Represents Division	Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions
<p>1. All major units are represented and labeled in the division plan</p> <p>2. Organizational chart is attached to WEAVE report.</p>					
Assessment Plan Due Date Met	Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions

### Next Steps and Expectations for This Assessment Plan

- All content evaluated as '**Does Not Meet**' or '**Partially Meets**' Expectations, must be modified to meet expectations prior to the final assessment plan submission (Sept 15).
- Content evaluated as '**Meets**' or '**Exceeds**' Expectations may still contain recommendations for improvement but are optional edits for your division that will enhance your division plan if implemented.

### Review Committee Feedback: