☐ Mid-Cycle Review   ☐ End-of-Cycle Review

Assessment Report Review

Reviewer Name:	Expectations				Date of Review:
Unit/Division Name:	Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions
Mission Statement					
• A *Mission Statement* 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 • The *mission statement* should be understandable to a general audience and should align with the University's mission • A mission statement defines the division's purpose, why/how it does it, and whom it serves. • Serves as a reflection of the organization's identity and purpose, providing direction and focus Level Up: • Think long term to make mission statement inclusive to NKU's future					
Goals - Minimum 1					
• *Goals* are broad statements that describe the overarching long-term intended outcomes • Goals are intangible, abstract, and not measureable • Primarily used for general planning and are used as the starting point to the development and refinement of outcomes. • Align with the mission statement • Develop a goal that multiple units can use to create objectives Level Up: • Having more than one objective associated with a goal.					

Objectives (SMART) - Minimum of 3					
• An *Administrative Objective* is a specific statement of intention, describing a task to be accomplished or a point to be reached • *Objectives* should align with a goal. It should specify how the goal will be accomplished. • Action verbs describe the achievement that is intended or desired **S**pecific, **M**easurable (verifiable), **A**ctionable/**A**chievable, **R**ealistic/**R**elevant, **T**ime-bound Level Up: • Collaborate with other depts • All *Objectives* align with one Strategic Initiative AND one Institutional Priority					
Supported Initiative - (Minimum 1 Objective with minimum 1 Supported Initiative)					
• Align *Objective* with Strategic Initiative o NKU's strategic plan OR • Align *Objective* with Institutional Priorities Level Up: • Link all Objectives to one Strategic Initiative or one Institutional Priority • One link Strategic Initiative AND one Institutional Priority to most or all *Objectives*					

Measures (3M's) - Minimum 1 per Objective					
• A *Measure* 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** **M**easurable/observable: Observe it, count, quantify it, etc. **M**eaningful: Represents key components of the objective **M**anageable: Can be measured without excessive effort Level Up: • Uses a rubric when assessing a process/procedure • Considers industry best practices • Utilizes benchmark data as comparison					
Targets - Minimum 1 per Measure					
• Expected levels of performance or achievement Level Up: • Benchmarkable • Define minimum thresholds along with an aspirational target					
Findings - Minimum 1 per Target					
• Reported *Findings* provide direct evidence of unit performance with respect to the Objectives and identified *Targets* Level Up: • Share results with stakeholders, including students and administrators • Adding evidence documentation attachments to assessment plan in WEAVE					

Analysis of Findings - Minimum 1 per Target					
• *Analysis of Findings* summarizes the takeaways from the information reported in the *Findings*. Why did the area achieve the results it did? • This is where you can answer the "So what?" and "What now?" questions. *Here are some guiding questions:* o What does that say about how well the administrative area is performing? o How do the findings compare to findings from previous years? o Do the findings suggest any improvements? Level Up: • Celebrate your wins! • Reflects upon the Measure used. Suggestions for something better? • Searches for gaps in the data • Disaggregates data by subpopulations • Considers further investigation of concerning data					
Action Plan					
• Creates an *Action plan* where applicable • *Action plan* is directly aligned with Objectives • *Action plan* addresses lessons learned from the Analysis of Findings • *Action plans* should be manageable *Examples* o Select certain Objective for further study o Revising surveys o Adopting new technology o New programs or services o Additional support to stakeholders Level Up: • Discuss potential barriers • List resources					
Comprehensively Represents Division					
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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: