

Assessment Report Review

Reviewer Name:	Expectations Rating				Date of Review:
Unit/Division Name:	Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions
Mission Statement Expectations					
<p>1. 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</p> <p>2. The mission statement should be understandable to a general audience and should align with the University'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>Level Up:</p> <ul style="list-style-type: none">Think long term to make mission statement inclusive to NKU's future					
Goal Expectations					
<p>1. Minimum 1 goal per assessment plan</p> <p>2. Goals are broad statements that describe the overarching long-term intended outcomes</p> <p>3. Goals are intangible, abstract, and not measureable</p> <p>4. Goals are rimarily used for general planning and are used as the starting point to the development and refinement of outcomes.</p> <p>5. Goals lign with the mission statement</p> <p>Level Up:</p> <ul style="list-style-type: none">Having more than one objective associated with a goal.					

Objectives (SMART) Expectations					
<ol style="list-style-type: none">1. Minimum 3 objectives per report2. An Administrative Objective is a specific statement of intention, describing a task to be accomplished or a point to be reached3. Objectives should align with a goal. It should specify how the goal will be accomplished.4. Action verbs describe the achievement that is intended or desired5. The Objective is SMART: Specific, Measurable (verifiable), Actionable/Achievable, Realistic/Relevant, Time-bound <p>Level Up:</p> <ul style="list-style-type: none">• Collaborate with other depts• Each Objective is aligned with a relevant Strategic Initiative(s) or Institutional Priority					
Supported Initiative Expectations					
<ol style="list-style-type: none">1. Minimum 1 Supported Initiative per report2. Supported Initiative aligns with the Objective it is linked3. Supported Initiative is a Strategic Initiative from NKU's strategic plan OR Supported Initiative is an Institutional Priority <p>Level Up:</p> <p>Each Objective is aligned with the relevant Strategic Initiative(s) or Institutional Priority, incorporating multiple Strategic Initiatives with the assessment plan</p>					
Measures Expectations					

☐ Mid-Cycle Review

☐ End-of-Cycle Review

<ol style="list-style-type: none"> Minimum 1 Measure per every Objective in report 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 Measure uses the 3 M's Rule: <ul style="list-style-type: none"> Measurable/observable: Observe it, count, quantify it, etc. Meaningful: Represents key components of the objective Manageable: Can be measured without excessive effort <p>Level Up:</p> <ul style="list-style-type: none"> Uses a rubric when assessing a process/procedure Considers industry best practices Utilizes benchmark data as comparison 					
Targets Expectations					
<ol style="list-style-type: none"> Minimum 1 Target per every Measure in the report The overall level for satisfactory performance within a reporting period. A Target is quantifiable. It is usually expressed in terms of percentages, ratios, or actual numbers. Targets should be appropriately challenging and attainable in the given timeframe. <p>Level Up:</p> <ul style="list-style-type: none"> Benchmarkable Define minimum thresholds along with an aspirational target 					
Findings Expectations					

☐ Mid-Cycle Review

☐ End-of-Cycle Review

<ol style="list-style-type: none"> Minimum 1 Finding per every Target in the report The reporting of the data collected from the assessment Measure. Findings are reported in comparison to the Target, identifying that the Target 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>Level Up:</p> <ul style="list-style-type: none"> Share results with stakeholders, including students and administrators Adding evidence documentation attachments to assessment plan in WEAVE 					
Analysis of Findings Expectations					
<ol style="list-style-type: none"> Minimum 1 Finding per every Target in the report 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. <p>Here are some guiding questions:</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"> 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 					
Next Steps/Actions through Improvements Expectations					

1. Creates an Action plan where applicable 2. Action plan is directly aligned with Objectives 3. Action plan addresses lessons learned from the Analysis of Findings 4. Action plans should be manageable Examples <ul style="list-style-type: none"> ○ Select certain Objective for further study ○ Revising surveys ○ Adopting new technology ○ New programs or services ○ Additional support to stakeholders Level Up: <ul style="list-style-type: none"> ● Discuss potential barriers ● List resources 	<input type="checkbox"/> Mid-Cycle Review <input type="checkbox"/> End-of-Cycle Review				
Comprehensively Represents Division					
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Moving Forward 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: