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				
• An *Administrative Objective* is a 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: • Can collaborate with other depts • All O*bjectives* align with institutional strategic plan and/or CPE DEI plan				
Supported Initiative - Minimum 1				
• Align O*bjective(s)* with institutional strategic plan initiative Level Up: • One or more Supported Initiatives for every O*bjective*				

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 enchmark data as comparison				
Targets - Minimum 1 per Measure				
• Expected levels of performance or achievement				
Findings - Minimum 1 per Target				
• Reported *Findings* provide direct evidence of unit performance with respect to the Objectives and identified *Targets*				
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: • 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				
• 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* • Target certain Objective for further study • Revising surveys • Adopting new technology • New programs or services • Additional support to stakeholders				

Additional Comments by Review Committee:

Assessment Planning Activities	Timeframe
Assessment Concepts and Weave Assistance *Individualized training sessions are scheduled; assessment leads are encouraged to call PIR*	Ongoing
Assessment Training/Refresher Session for administrative divisions/units provided by PIR	August (Convocation Week)

Phase I: Planning stage
 	
    a.   Attend Assessment Training/Refresher Session provided by PIR
 	
    b.   Create or copy over Assessment Plan in WEAVE
 	
    c.   Set **Goals** and create **Objectives** based on goals, establish links to **Supported Initiatives**
 	
    d.   Define **Measures** and establish **Targets**
 	
    e.   Add content to WEAVE and set status to 'In Progress'
	August - October
	
	Deadline:
	October 15

Mid-Cycle Internal Review *PIR will review assessment plans and provide feedback on content:* ***Goals**, **Objectives**, **Supported Initiatives**, **Measures**, and **Targets***	Begins: January 15

Phase II: Assessment stage
 	
    a.   Determine assessment methods
 	
    b.   Define assessment/performance criteria
 	
    c.   Collect data
	November - April

Phase III: Analysis Stage
 	
    a.   Evaluate progress toward meeting division-level objectives
 	
    b.   Post **Findings** in Weave under each **Target**
 	
    c.   Answer the **Analysis of Finding** under each **Finding**
 	
    d.   Include **Action Plans,** where applicable
 	
    e.   Finalized content to WEAVE and set status to 'Complete'
	May – September
	
	Deadline:
	September 15

Phase IV: Improvement with action plans
 	
   a.   Discuss results with division and unit administrators
 	
   b.   **Closing the Loop**
 	
Intentionally use assessment results to inform future actions, such as decision-making, continuous quality improvement, and resource allocation
 	
   c.   Begin planning process for next assessment cycle
	September - October

End-of-Cycle Internal Review
 	
   PIR will review assessment plans and provide feedback on content:
 	
   Findings, ***Analysis of Findings***, *and* ***Action Plans***
	Begins:
	
	September 15

DEFINITIONS ᴏꜰ ASSESSMENT ELEMENTS (WEAVE TERMINOLOGY)

MISSION: Primary purpose, highest aims for the entity. The mission statement succinctly communicates the entity's overall purpose and distinguishes it from similar units. The mission statement clearly aligns with the university's mission.

GOALS: Goals are broad statements that describe the overarching long-range intended outcomes of an organizational entity. Goals are an intermediary step between mission statements and objectives. They are usually not measurable and need to be further developed as separate distinguishable outcomes. They are primarily used for general planning and are used as the starting point to the development and refinement of outcomes. Goals may have more than one objective associated with them. (minimum 1)

OUTCOMES/OBJECTIVES: *Administrative Objectives* communicate where the efforts of the entity will be directed, reflect an appropriate scope, and are aligned appropriately with the University's strategic plan. When formulating objectives, it may be helpful to think in terms of the end result or outcome. That is, once the objective is met, what change would you expect to see? The outcomes could be improvements to processes, increases or decreases in activities, or changes in responses from internal or external customers. ==Include ONE relevant association to the Success by Design University Strategic Plan for one objective.== (minimum 3 with at least 1 objective linked to Success by Design strategic initiative)

MEASURES: A Measure is a method used to gauge achievement of expected results. The measure is not the actual target for achievement, but rather the approach used to evaluate whether the target was achieved. Measures encompass a wide variety of sources of information. Some examples include pre- and post-tests; system data; interviews; evaluations; standardized tests; comparison to standards; surveys; activity volume; and document analysis, but may include many other types of information sources. (minimum 1 for each objective)

TARGETS: 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. Some examples include: 100% of students will score at least 3 on a 5-point scale; 85% of students will complete a co-op experience; 90% of students will receive a passing score in the X standardized test; 85% of employees will express satisfaction with services provided. (minimum 1 for each objective)

FINDINGS: The reporting of the data collected from your assessment measure. Findings are reported at the end of the annual cycle. Findings are reported in comparison to the Target, with a final analysis that the target was Met, Partially Met, or Not Met. (minimum 1 for each objective)

Analysis of Finding: This is the opportunity for areas to summarize the takeaways from the information reported in the Findings. Some questions to consider:

- Why did the area achieve the results it did?
- What does that say about how well the administrative area is performing?
- How do the findings compare to findings from previous years?
- What improvements do the findings suggest need to be implemented in the next year?

ACTION PLANS: Activities that you implement in response to the findings. These implementation activities are designed to improve your findings on the assessment measure for the following year, which demonstrates "use of findings" that leads to continuous improvement. (where applicable)

Assessment Plan
Sample Administrative Unit Assessment Entries

Planning and Institutional Research					
Goal	**Outcome/Objective**	**Measure**	**Target**	**Finding**	**Analysis of Finding**
Culture of assessment PIR will foster a culture of assessment in the support of institutional effectiveness	**Engaging stakeholders in the strategic planning process** PIR will engage key campus stakeholders in the annual assessment and tracking of the institutional strategic plan. Strategic Initiatives: Success by Design 2019-25: COMPLETION 2.5 - Align the institution's policies, procedures, resources, rewards, and incentives to encourage scholarship, creativity, collaboration, and innovations that advance student success.	**Annual planning meeting evaluation** Planning and Performance will distribute an evaluation to attendees of the annual planning event and use the results to make improvements or changes for subsequent events.	At least 75% of responding attendees will agree that the overall format of the leadership meeting was effective and that the presentations were beneficial.	100% of survey respondent agreed or strongly agreed that the format was effective and engaging. 96% of respondents indicated that the presentation on the CPE metrics was informative and 92% thought the Academic Chairs Spotlight was engaging and creative.	The open responses to the survey were informative for thinking about next year's version of this retreat. People enjoyed the ability to network with others and the ability to interact with others (not just being spoken to). There did seem to be some requests to make the day shorter and make sure that the activities are clearly defined. One of the last activities was listed as confusing by some individuals.