

SAN ANTONIO COLLEGE

MID-YEAR - RUBRIC FOR EVALUATING DEPARTMENT/ UNIT STRATEGIC ASSESSMENT PLAN

Assessment Elements	Missing Score=0	Under Developed Score = 1 – 3	Adequately Developed Score = 4 - 7	Well Developed Score = 8 - 10
<p>Mission Statement</p> <p>SCORE: _____</p>	<input type="checkbox"/> None	<input type="checkbox"/> Does not include key elements such as purpose, primary function, or stakeholders <input type="checkbox"/> Does not align with division/college/district mission <input type="checkbox"/> Statement is vague, unclear or inaccurately represents unit <p>NOTES:</p>	<input type="checkbox"/> Includes statement of purpose <input type="checkbox"/> Identifies stakeholders <input type="checkbox"/> Aligned with college's/division's/department's mission <input type="checkbox"/> Aligned with relevant professional organizations (as applicable) <input type="checkbox"/> Understandable and appropriate <p>NOTES:</p>	<input type="checkbox"/> Clearly, concisely, accurately and succinctly written <input type="checkbox"/> Clear and well-written purpose <input type="checkbox"/> Identification of stakeholders <input type="checkbox"/> Aligned/consistent with college's/division's/department's mission <input type="checkbox"/> Notes unique aspects of unit <input type="checkbox"/> Creates a sense of team and "buy-in"; "we" perspective <input type="checkbox"/> Inspirational and aspirational <input type="checkbox"/> Aligned with relevant professional organizations (as applicable) <p>NOTES:</p>
<input type="checkbox"/> Supporting comment(s) to justify or explain the Mission Statement score.				

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Assessment Elements	Missing Score=0	Under Developed Score = 1 – 3	Adequately Developed Score = 4 - 7	Well Developed Score = 8 - 10
<p>Goals</p> <p>SCORE: _____</p>	<p><input type="checkbox"/> None</p>	<p><input type="checkbox"/> Not aligned with mission statement</p> <p><input type="checkbox"/> Too many or too few</p> <p><input type="checkbox"/> Too vague</p> <p><input type="checkbox"/> Too specific</p> <p>NOTES:</p>	<p><input type="checkbox"/> Alignment to mission</p> <p><input type="checkbox"/> More specific expression of aspirations than mission but still general</p> <p>NOTES:</p>	<p><input type="checkbox"/> Clear alignment of goals to mission</p> <p><input type="checkbox"/> Thoughtfully presented with depth and breadth to provide direction</p> <p><input type="checkbox"/> Appears feasible and attainable</p> <p><input type="checkbox"/> Develops a sense of department/ unit intent</p> <p><input type="checkbox"/> Highly aspirational</p> <p>NOTES:</p>
<p><input type="checkbox"/> Supporting comment(s) to justify or explain the Goals score.</p>				

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<p>Objectives</p> <p>SCORE: _____</p>	<p><input type="checkbox"/> None</p>	<p><input type="checkbox"/> Not aligned with goal</p> <p><input type="checkbox"/> Not measurable or verifiable</p> <p><input type="checkbox"/> Not attainable</p> <p><input type="checkbox"/> Not relevant or realistic</p> <p><input type="checkbox"/> Does not include a timeline</p> <p><input type="checkbox"/> Lacks association to college's/ division's strategic plans</p> <p>NOTES:</p>	<p><input type="checkbox"/> Generally aligned and associated with goal</p> <p><input type="checkbox"/> Somewhat specific</p> <p><input type="checkbox"/> Measureable</p> <p><input type="checkbox"/> Seemingly attainable</p> <p><input type="checkbox"/> Appears to be relevant/realistic</p> <p><input type="checkbox"/> Includes some timeline</p> <p><input type="checkbox"/> Is associated to college's/division's strategic plans</p> <p>NOTES:</p>	<p><input type="checkbox"/> Clear and direct alignment with goal</p> <p><input type="checkbox"/> Very specific and descriptive</p> <p><input type="checkbox"/> Definitely measureable</p> <p><input type="checkbox"/> Highly attainable</p> <p><input type="checkbox"/> Very realistic and relevant</p> <p><input type="checkbox"/> Includes a clear, well defined and succinct timeline</p> <p><input type="checkbox"/> Clear and logical associations to college's/division's strategic plans</p> <p>NOTES:</p>
<p><input type="checkbox"/> Supporting comment(s) to justify or explain the Objectives score.</p>				

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<p>Measures</p> <p>SCORE: _____</p>	<p><input type="checkbox"/> None</p>	<p><input type="checkbox"/> Not aligned to objective</p> <p><input type="checkbox"/> Does not use direct measures</p> <p><input type="checkbox"/> Does not use existing measure</p> <p><input type="checkbox"/> No clear plan for when, where, how measure will be done</p> <p><input type="checkbox"/> Measures will not inform the objective</p> <p>NOTES:</p>	<p><input type="checkbox"/> Clear alignment with objective</p> <p><input type="checkbox"/> Use of direct measures</p> <p><input type="checkbox"/> Planned measure exits (doesn't have to be created)</p> <p><input type="checkbox"/> Plan is evident that defines most aspects of the when, where, how</p> <p><input type="checkbox"/> Measures match the objective being measured to produce clear and accurate information/data</p> <p>NOTES:</p>	<p><input type="checkbox"/> Clear alignment with objective</p> <p><input type="checkbox"/> Effective use of a combination of direct/indirect measures</p> <p><input type="checkbox"/> Each measure has a clear purpose</p> <p><input type="checkbox"/> Assessment instruments, measurement tools developed, clearly described</p> <p><input type="checkbox"/> The plan for when, where, how measure will be given is clear and concise</p> <p><input type="checkbox"/> Results will provide clear evidence of the progress regarding the objective</p> <p>NOTES:</p>
<p><input type="checkbox"/> Supporting comment(s) to justify or explain the Measures score.</p>				

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Assessment Elements	Missing Score=0	Under Developed Score = 1 – 3	Adequately Developed Score = 4 - 7	Well Developed Score = 8 - 10
<p>Targets</p> <p>SCORE: _____</p>	<p><input type="checkbox"/> None</p>	<p><input type="checkbox"/> Not aligned with measure</p> <p><input type="checkbox"/> No timeframe for completion</p> <p><input type="checkbox"/> No description of results to be achieved</p> <p>NOTES:</p>	<p><input type="checkbox"/> Some alignment with measure</p> <p><input type="checkbox"/> Timeframe for completion</p> <p><input type="checkbox"/> Sufficient description of result to be achieved</p> <p>NOTES:</p>	<p><input type="checkbox"/> Clear alignment with measure</p> <p><input type="checkbox"/> Clear timeframe for completion</p> <p><input type="checkbox"/> Effective description of results to be achieved</p> <p>NOTES:</p>
<p><input type="checkbox"/> Supporting comment(s) to justify or explain the Targets score.</p>				

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Assessment Elements	Missing Score=0	Under Developed Score = 1 – 3	Adequately Developed Score = 4 - 7	Well Developed Score = 8 - 10
<p>Findings</p> <p>SCORE: _____</p>	<p><input type="checkbox"/> None</p>	<p><input type="checkbox"/> Data not available this cycle</p> <p><input type="checkbox"/> Findings lack relevance to the goal and the objective</p> <p><input type="checkbox"/> Findings indicate that measures and targets where not appropriate for the goal and objective</p> <p>Notes:</p>	<p><input type="checkbox"/> Some findings show adequate relevance to goals and objective</p> <p><input type="checkbox"/> Multiple findings reported with adequate detail</p> <p><input type="checkbox"/> Some findings show how results are used to make improvements</p> <p>Notes:</p>	<p><input type="checkbox"/> One finding per target reported</p> <p><input type="checkbox"/> All findings reported thoroughly and clearly</p> <p><input type="checkbox"/> All findings show how results will be used to make improvements</p> <p><input type="checkbox"/> Findings show depth of analysis and comprehensive understanding of data implications</p> <p><input type="checkbox"/> Findings discuss the patterns and trends over time (year to year if appropriate)</p> <p>Notes:</p>
<p><input type="checkbox"/> Supporting comment(s) to justify or explain the Findings score.</p>				

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Assessment Elements	Missing Score=0	Under Developed Score = 1 – 3	Adequately Developed Score = 4 - 7	Well Developed Score = 8 - 10
<p>Action Plan(s) for Targets with status of: Not Met or Partially Met</p> <p>SCORE: _____</p>	<p><input type="checkbox"/> None</p>	<p><input type="checkbox"/> No action plans evident</p> <p><input type="checkbox"/> Action plans not aligned with goals and objectives</p> <p><input type="checkbox"/> No timeframe for completion</p> <p><input type="checkbox"/> No description of action plans</p> <p>Notes:</p>	<p><input type="checkbox"/> Some action plans developed</p> <p><input type="checkbox"/> Some action plans aligned to how the goals and objectives will be accomplished</p> <p><input type="checkbox"/> Action plans are detailed enough to act as a monitoring process for the department</p> <p><input type="checkbox"/> A process is in place to review and evaluate progress on the goals, objectives, and actions.</p> <p>Notes:</p>	<p><input type="checkbox"/> Action plans describe how the goals and objectives will be accomplished.</p> <p><input type="checkbox"/> Action plans are detailed, and show sequential steps to be taken to implement the strategies selected.</p> <p><input type="checkbox"/> Action plans are detailed enough to act as a monitoring process for the department/unit.</p> <p><input type="checkbox"/> Action plans describe how the department/unit plans to review and evaluate progress on the goals, objectives, and actions.</p> <p>Notes:</p>
<p><input type="checkbox"/> Supporting comment(s) to justify or explain the Action Plan(s) score.</p>				

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Assessment Elements	Missing Score=0	Under Developed Score = 1 – 3	Adequately Developed Score = 4 - 7	Well Developed Score = 8 - 10
<p>Mid-Year Analysis Questions</p> <p>SCORE: _____</p>	<p><input type="checkbox"/> None</p>	<p><input type="checkbox"/> Analysis is incomplete or is not provided</p> <p><input type="checkbox"/> Analysis lacks relevance to the goal and objective</p> <p>Notes:</p>	<p><input type="checkbox"/> Analysis questions are poorly answered and do not clearly/adequately answer how assessment findings are used to make improvements</p> <p><input type="checkbox"/> Analysis shows relevance to goals and objectives</p> <p>Notes:</p>	<p><input type="checkbox"/> All responses to analysis questions are well developed and thoroughly and clearly answered</p> <p><input type="checkbox"/> Analysis responses show how assessment findings are used to make improvements</p> <p><input type="checkbox"/> Analysis shows relevance to goals and objectives</p> <p><input type="checkbox"/> Analysis demonstrates an understanding of the “big picture” implications of this work.</p> <p>Notes:</p>
<p><input type="checkbox"/> Supporting comment(s) to justify or explain the Mid-Year Analysis Questions score.</p>				