Non-Instructional Department/Unit Assessment Review Rubric Department/Unit Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colorado State University-Pueblo Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ December 2018 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Check One** |  |
| **Part I. Assessment of Department/Unit Outcomes** | **Yes** | **No** | **Partially** | **Unclear** | **Comments** |
| 1. Were the department/unit outcomes in **Column A** assessed according to the assessment plan? (Please refer to the assessment plan posted on website.)
 |  |  |  |  |  |
| 1. Are department/unit outcomes clearly linked to its functional areas and department goals?
 |  |  |  |  |  |
| 1. Does **Column B** clearly describe the date(s) when each outcome was last assessed?
 |  |  |  |  |  |
| 1. Does **Column C** have appropriate measurement(s) of the department/unit outcomes? Are the measurements of outcomes described in Column C comprehensive and appropriate?
 |  |  |  |  |  |
| 1. If a rubric was used in the assessment process, is it attached or available in the plan?
 |  |  |  |  |  |
| 1. Does **Column D** describe who or what was assessed?
 |  |  |  |  |  |
| 1. Does **Column E** clearly state the expected measurable target or benchmark for each outcome?
 |  |  |  |  |  |
| 1. From the information provided in **columns F, G, and H**, do you believe that the department/unit has genuinely engaged in a meaningful assessment process to improve its service delivery?
 |  |  |  |  |  |
| 1. In **columns F, G, and H**, does the department/unit comment on actual performance on outcomes compared to the target level in **Column E**? In other words, does the department/unit discuss whether performance is at, below, or above the expected proficiency level and explain any gaps?
 |  |  |  |  |  |
| 1. Does the department/unit describe in **Column H** planned improvements in operations based on the assessment data and process?
 |  |  |  |  |  |
|  | **Check One** |  |
| **Part II. Closing the Loop** | **Yes** | **No** | **Partially** | **Unclear** | **Comments** |
| 1. In Part II, is at least one data-informed change to the department/unit’s operations included in this “close the loop” reporting? This includes attempts to improve the achievement of outcomes, beyond changes to the assessment instrument or process.
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| 1. Are previous cycles of assessment data and planning referenced in reporting staff efforts for continual improvement?
 |  |  |  |  |  |
| 1. Please comment on Part II of the report:
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| 1. Please comment on the strengths of the assessment report and assessment plan overall:
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| 1. Please make constructive recommendations for improvement:
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