

STUDENT AFFAIRS ASSESSMENT REPORT RUBRIC (version 5/4/18)

This document delineates the elements of a well-written assessment report. Reports must fall in the “2” or “3” criteria to be accepted.

Criterion	0	Does Not Meet Expectations	1	Needs Improvement	2	Meets Expectations	3	Exemplar
Program, Service, or Event (P/S/E) Word Count: 30-35	<ul style="list-style-type: none"> Lengthy description of P/S/E Includes information not related to assessment 	<ul style="list-style-type: none"> Mostly describes the P/S/E Includes information not related to assessment Does not include when the P/S/E took place 	<ul style="list-style-type: none"> Accurately describes the P/S/E Indicates when the P/S/E took place and target audience/population (if applicable) 	<ul style="list-style-type: none"> Succinctly describes the P/S/E Indicates when the P/S/E took place and target audience/population (if applicable) 	□	□	□	□
Learning/Process Outcome (LO/PO) or Goal & Metric (G&M) Word Count: 35-40	<ul style="list-style-type: none"> Long narrative sentences LO/POs or G&M are not easily identifiable or are not included 	<ul style="list-style-type: none"> LO/POs or G&M are not easily identifiable Includes LO/POs or G&M that weren't assessed 	<ul style="list-style-type: none"> Lists LO/POs in bullet format Includes only LO/POs or G&M that were assessed 	<ul style="list-style-type: none"> Lists LO/POs in bullet/ list format Includes only LO/POs or G&M that were assessed LO/POs or G&M are measurable, quantifiable, and/or observable 	□	□	□	□
Data Collection & Methods Word Count: 40-45	<ul style="list-style-type: none"> Does not identify number of P/S/E assessment participants Does not identify number of P/S/E participants Methods are unclear 	<ul style="list-style-type: none"> Identifies number of P/S/E assessment participants Does not identify number of P/S/E participants Methods mostly align with LO/POs or G&M Time frame of data collection is nebulous 	<ul style="list-style-type: none"> Identifies both the number of assessment participants and number of P/S/E participants Methods align with LO/POs or G&M Indicates the time frame data were collected Only methods used in the assessment are listed Names/lists the data collection source 	<ul style="list-style-type: none"> Identifies both the number of assessment participants and number of P/S/E participants Methods align with LO/POs or G&M Indicates the time frame data were collected Only methods used in the assessment are listed Names/lists the data collection source Explains how the data were analyzed 	□	□	□	□

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Criterion	0	Does Not Meet Expectations	1	Needs Improvement	2	Meets Expectations	3	Exemplar
Summary of Results Word Count: 50-60	<ul style="list-style-type: none"> Results do not relate to LO/POs Results are copied and pasted from Baseline or other collection method 		<ul style="list-style-type: none"> Unclear or incomplete summary of results Results don't necessarily align with LO/POs or G&M 		<ul style="list-style-type: none"> Clear and complete summary of results Results align with LO/POs or G&M 		<ul style="list-style-type: none"> Clear and complete summary explaining the results Results align with LO/POs or G&M If applicable, includes comparison or benchmark data 	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Graph/Table (if applicable)	<ul style="list-style-type: none"> Graph is copied and pasted from Baseline. Graph/table is cluttered and difficult to read Does not include data source Does not include proper labels 		<ul style="list-style-type: none"> Graph/table is cluttered and difficult to read Does not include data source Does not include proper labels 		<ul style="list-style-type: none"> Graph/table includes a brief summary of results Clearly labeled scales Uncluttered and easy to read Includes data source Figure includes raw data attachment 		<ul style="list-style-type: none"> Graph/table includes a succinct summary of results Clearly labeled scales Uncluttered and easy to read Includes data source Figure includes raw data attachment Figure is visually appealing 	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Impact or Use of Results Word Count: 50-70	<ul style="list-style-type: none"> No use or planned use of results. Generic statement on use of results 		<ul style="list-style-type: none"> Unclear how the actions and/or changes are based on the results Generic statement on use of results 		<ul style="list-style-type: none"> State actions and/or changes made based on the results, including decisions to put some actions on hold for (un)specified reasons 		<ul style="list-style-type: none"> Clearly delineates action items/next steps based on the results Answers the "so what" and "what now" question 	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

BEFORE YOU SUBMIT Check List:

- | | |
|--|--|
| <input type="checkbox"/> 1. Did you review, and if appropriate, edit the unit description? | <input type="checkbox"/> 5. Did you include an image/photo? (Optional) |
| <input type="checkbox"/> 2. Did you review, and if appropriate, edit the AVC Area mission, vision, and values? | |
| <input type="checkbox"/> 3. Did you review, and if appropriate, edit the contact info? | |
| <input type="checkbox"/> 4. If you are submitting raw data, have you communicated your graphic/ data visualization needs with Marlene or Estefania? (Optional) | |