

Middle Georgia State University  
2021 - 2022 Administrative Assessment Review Rubric:

Component	Division	Department:	COMMENTS / NOTES
<b>Objectives</b>	What does your department want to accomplish within the fiscal year that correlates with the MGA strategic plan?		
Appropriate to measure objectives.	Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. Objectives should be specific, measurable, and achievable within one year. (It is okay for departments to only have 3 objectives total for their assessments. 1 *Departments having only 3 objectives is acceptable, 4 is preferred, 2 or less is unacceptable*		

Measures	Highly Developed - 4	Developed - 3	Emerging - 2	Beginning - 1	Unknown - 0	TOTAL SCORE *Can do .5 scores	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	COMMENTS / NOTES (Scores less than 2 require a comment/note by the reviewer)
	Specifically, how will you collect data to assess your objective? Who / What / When / How will data be collected?										
Data collection processes are properly identified and outlined.	Data collection instruments or tools are identified and fully explained. Assessment methodology is outlined clearly defining who, what, when, and how the assessments will be completed.	Data collection instruments and tools are identified and explained. The methodology is missing parts of the who, what, when, and how the assessments will be completed.	Data collection instruments, tools, and methodology are briefly mentioned with a vague explanation. Pieces of the who, what, when, and how the assessments will be completed are missing.	Data collection instruments are vague (e.g. 'survey' and 'enrollment') with minimal explanation as to who, what, when, and how the assessments will be completed.	The department provided little to no information as to how they will collect data. (e.g. 'survey', 'enrollment', 'rates')	0					
Rigorous measurements	Measurements are appropriate for the specified objective, and employ both direct and indirect measures for multiple outcomes.	Measurements are appropriate for the specified objective, but not on multiple outcomes.	Measurements are appropriate for the specified level of learning. Either direct and/or indirect measures are being used, but not on multiple outcomes.	Some but not all of the method(s) being used are appropriate for the specified objective.	There is not enough information to draw a conclusion OR none of the methods being used are appropriate for the specified objective.	0					

Success Criteria	Highly Developed - 4	Developed - 3	Emerging - 2	Beginning - 1	Unknown - 0	TOTAL SCORE *Can do .5 scores	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	COMMENTS / NOTES (Scores less than 2 require a comment/note by the reviewer)
	What is your criteria for success?										
Appropriate	All success criteria are appropriate to measure the objective. They are based upon an analysis of prior results. It is clear what would signify "achievable."	All success criteria are appropriate to measure the objective, but it is unclear if they are based upon an analysis of prior results. It is clear what would signify "achievable."	Success criteria are appropriate to measure the objective. It is not clear if they are based upon an analysis of prior results. It is not clear what would signify "achievable."	Success criteria were listed, and most appear to be appropriate to measure the objective. They are not based upon an analysis of prior results. It may or may not be clear what would signify "achievable."	No success criteria reported, or they are not appropriate to measure the objective. They are not based on an analysis of prior results and it is not clear what would signify "achievable."	0					

Results	Highly Developed - 4	Developed - 3	Emerging - 2	Beginning - 1	Unknown - 0	TOTAL SCORE *Can do .5 scores	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	COMMENTS / NOTES (Scores less than 2 require a comment/note by the reviewer)
	What are the results of your measures (assessments)?										
Clear	All results are complete and clearly reported.	Most results are complete and clearly reported. Some require revisions and/or clarification.	All results are reported, but it is not explicitly clear what they are reporting and what the numbers mean.	Some data is missing and/or it is not clear what they are reporting.	No results reported / missing a large amount of data.	0					

Interpretation & Analysis of Data	Highly Developed - 4	Developed - 3	Emerging - 2	Beginning - 1	Unknown - 0	TOTAL SCORE *Can do .5 scores	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	COMMENTS / NOTES (Scores less than 2 require a comment/note by the reviewer)
	How do you interpret the results? What do they tell you? How do they relate to previous results? What do they mean to you moving forward - (big picture)?										
Clear and Detailed	All interpretations are detailed and clearly articulated, providing the reviewer with a thorough analysis of the data including department's strengths and weaknesses.	All interpretations are provided. An analysis of the data is provided including the department's strengths and weaknesses. However, it is brief and superficial. More data and/or detail would increase confidence in the results.	Interpretations are provided. The information provided is vague and lacks specifics needed to create a thorough analysis. Department's strengths and weaknesses may be briefly discussed.	Interpretations are provided for some but not all outcomes. There is a significant lack of information and specific details are needed to create a thorough analysis. There is no specific information relating to the department's strengths and/or weaknesses.	No interpretations provided. Or the interpretations provided are short and incomplete. There is not enough information to comprehend the department's results.	0					

Improvement Plan	Highly Developed - 4	Developed - 3	Emerging - 2	Beginning - 1	Unknown - 0	TOTAL SCORE *Can do .5 scores	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	COMMENTS / NOTES (Scores less than 2 require a comment/note by the reviewer)
	Based on the new results and your interpretation of the results, what do you plan to do now? How will you move forward? Be specific.										
Status of Improvement Plan from previous year	There is clear and explicit evidence demonstrating that the department has taken reasonable steps to implement prior improvements based on results from previous years' assessment data. The impact of these improvements are also discussed.	The department clearly states that changes had been implemented based on results from previous years' assessment data. However information on specific actions taken and/or their impact are missing.	The department briefly mentions departmental decisions having been made based on assessment data. However, there is insufficient data. However information on specific actions were taken or their impact.	Vague modifications are identified. They may have been copied and pasted from the previous years' assessment report.	There is little to no information of any prior improvements. All text is stated in future terms such as what needs to be done rather than what has been done.	0					
Clear and detailed measurable goals or objectives (three to four) for next fiscal year (Future Plans).	All future plans are explicit in describing the actions that are to be taken and there is a clear connection to the outcomes, data, and interpretations.	There is a clear connection to the outcomes, data, and interpretations, however more information is needed to fully understand the actions that are to be taken.	The connection to the outcomes, data, and/or interpretations is unclear and more information is needed to fully understand the actions that are to be taken.	Little to no information is provided as to what actions are to be taken. There is no connection to the outcomes, data, and/or interpretations.	No mention of any modifications or actions to be taken.	0					

Scoring Key colors	Average Score:	0.00
0-Unknown	Please place an "X" in the appropriate box below based off the	
1-Beginning	In compliance (average score more than 3)	
2-Emerging	In compliance with areas needing improvement (average score between 2 and 3)	
3-Developed	Not in compliance (average score less than 2)	
4-Highly Developed		

Additional Comments: (Scores less than 2 require a comment/note by the reviewer)