

Evaluator:

Unit:

**SAN ANTONIO COLLEGE**  
**YEAR-END – 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
<b>Mission Statement</b>  <b>SCORE:</b> _____	<input type="checkbox"/> None	<input type="checkbox"/> Does not include key elements such as purpose, primary function, or stakeholders. <input type="checkbox"/> Doesn't align with division/college/district mission <input type="checkbox"/> Statement is vague, unclear or inaccurately represents unit <b>NOTES:</b>	<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 <b>NOTES:</b>	<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) <b>NOTES:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Mission Statement</b> score.				

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<b>Goals</b>  <b>SCORE: _____</b>	<input type="checkbox"/> None	<input type="checkbox"/> Not aligned with mission statement, <input type="checkbox"/> Too many or too few <input type="checkbox"/> Too vague <input type="checkbox"/> Too specific <b>NOTES:</b>	<input type="checkbox"/> Alignment to mission; <input type="checkbox"/> More specific expression of aspirations than mission but still general; <b>NOTES:</b>	<input type="checkbox"/> Clear alignment of goals to mission <input type="checkbox"/> Thoughtfully presented with depth and breadth to provide direction <input type="checkbox"/> Appears feasible and attainable <input type="checkbox"/> Develops a sense of department/ unit intent <input type="checkbox"/> Highly aspirational <b>NOTES:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Goals</b> score.				

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

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<b>Measures</b>  <b>SCORE:</b> _____	<input type="checkbox"/> None	<input type="checkbox"/> Not aligned to objective <input type="checkbox"/> Dose not use direct measures <input type="checkbox"/> Does not use existing measure <input type="checkbox"/> No clear plan for when, where, how measure will be done <input type="checkbox"/> Measures will not inform the objective <b>NOTES:</b>	<input type="checkbox"/> Clear alignment with objective <input type="checkbox"/> Use of direct measures <input type="checkbox"/> Planned measure exits (doesn't have to be created) <input type="checkbox"/> Plan is evident that defines most aspects of the when, where, how <input type="checkbox"/> Measures match the objective being measured to produce clear and accurate information/data <b>NOTES:</b>	<input type="checkbox"/> Clear alignment with objective <input type="checkbox"/> Effective use of a combination of direct/indirect measures <input type="checkbox"/> Each measure has a clear purpose <input type="checkbox"/> Assessment instruments, measurement tools developed, clearly described <input type="checkbox"/> The plan for when, where, how measure will be given is clear and concise <input type="checkbox"/> Results will provide clear evidence of the progress regarding the objective <b>NOTES:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Measures</b> 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
<b>Targets</b>  <b>SCORE:</b> _____	<input type="checkbox"/> None	<input type="checkbox"/> Not aligned with measure <input type="checkbox"/> No timeframe for completion <input type="checkbox"/> No description of results to be achieved <b>NOTES:</b>	<input type="checkbox"/> Some alignment with measure <input type="checkbox"/> Timeframe for completion <input type="checkbox"/> Sufficient description of result to be achieved. <b>NOTES:</b>	<input type="checkbox"/> Clear alignment with measure <input type="checkbox"/> Clear timeframe for completion <input type="checkbox"/> Effective description of results to be achieved. <b>NOTES:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Target</b> 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
<b>Action Plan(s)</b> for Targets with status of: <b>Not Met</b> or <b>Partially Met</b>  <b>SCORE:</b> _____	<input type="checkbox"/> None	<input type="checkbox"/> No action steps evident <input type="checkbox"/> Action steps not aligned with goals and objectives <input type="checkbox"/> No timeframe for completion <input type="checkbox"/> No description of action steps <b>Notes:</b>	<input type="checkbox"/> Some action steps developed <input type="checkbox"/> Some action steps aligned to how the goals and objectives will be accomplished. <input type="checkbox"/> Action steps are detailed enough to act as a monitoring process for the department. <input type="checkbox"/> A process is in place to review and evaluate progress on the goals, objectives, and actions. <b>Notes:</b>	<input type="checkbox"/> Action steps describe how the goals and objectives will be accomplished. <input type="checkbox"/> Action steps are detailed, and show sequential steps to be taken to implement the strategies selected. <input type="checkbox"/> Action steps are detailed enough to act as a monitoring process for the department/unit. <input type="checkbox"/> Action steps describe how the department/unit plans to review and evaluate progress on the goals, objectives, and actions. <b>Notes:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Action Plans</b> 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
<b>Overall Effectiveness</b>  <b>SCORE:</b> _____	<input type="checkbox"/> None	<input type="checkbox"/> No evidence of continuity from one year to the next <input type="checkbox"/> No evidence that the plan was built from previous results/analysis <b>Notes:</b>	<input type="checkbox"/> Some evidence of continuity from one year to the next <input type="checkbox"/> Some evidence that the plan was built from previous result/analysis <b>Notes:</b>	<input type="checkbox"/> Clear evidence of continuity from one year to the next <input type="checkbox"/> Clear evidence that plan was built from previous results/analysis <input type="checkbox"/> Well-developed strategic plan that shows evidence of a meaningful process <b>Notes:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Overall Effectiveness</b> 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
<b>Findings</b>  <b>SCORE:_____</b>	<input type="checkbox"/> None	<input type="checkbox"/> Data not available this cycle <input type="checkbox"/> Findings lack relevance to the goal and the objective <input type="checkbox"/> Findings indicate that measures and targets where not appropriate for the goal and objective <b>Notes:</b>	<input type="checkbox"/> Some findings show adequate relevance to goals and objective <input type="checkbox"/> Multiple findings reported with adequate detail <input type="checkbox"/> Some findings show how results are used to make improvements <b>Notes:</b>	<input type="checkbox"/> One finding per target reported <input type="checkbox"/> All findings reported thoroughly and clearly <input type="checkbox"/> All findings show how results will be used to make improvements <input type="checkbox"/> Findings show depth of analysis and comprehensive understanding of data implications <input type="checkbox"/> Findings discuss the patterns and trends over time (year to year if appropriate) <b>Notes:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Findings</b> 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
<b>Year-End Analysis Questions</b>  <b>SCORE: _____</b>	<input type="checkbox"/> None	<input type="checkbox"/> Analysis is incomplete or is not provided <input type="checkbox"/> Analysis lacks relevance to the goal and objective <b>Notes:</b>	<input type="checkbox"/> Analysis questions are poorly answered and do not clearly/adequately answer how assessment findings are used to make improvements <input type="checkbox"/> Analysis shows relevance to goals and objectives <b>Notes:</b>	<input type="checkbox"/> All responses to analysis questions are well developed and thoroughly and clearly answered <input type="checkbox"/> Analysis responses show how assessment findings are used to make improvements <input type="checkbox"/> Analysis shows relevance to goals and objectives <input type="checkbox"/> Analysis demonstrates an understanding of the “big picture” implications of this work. <b>Notes:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Year-End Analysis Questions</b> 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
<b>New Action Plan(s)</b> (If applicable)  <b>SCORE:</b> _____	<input type="checkbox"/> None	<input type="checkbox"/> Missing, vague, or inconsistent with objective, measure and target and no explanation of how inconsistency will be reconciled  <b>Notes:</b>	<input type="checkbox"/> Adequately describes the planned action with measure/method to be used. <input type="checkbox"/> Means of assessment is sufficient <input type="checkbox"/> Action steps do not clearly and adequately explain why and how the measure will be used to assess achievement of objective <input type="checkbox"/> Action steps do not clearly, and adequately, indicate when and how data will be collected.  <b>Notes:</b>	<input type="checkbox"/> Clearly describes the planned action with measure(s)/method(s) to be used. <input type="checkbox"/> Means of assessment is clearly relevant to the objective. <input type="checkbox"/> Action steps explain why and how the measure will be used to assess achievement of objective. <input type="checkbox"/> Action steps indicate when and how data will be collected.  <b>Notes:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>New Action Plan(s)</b> score.				

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<b>Use of Results</b>  <b>SCORE:</b> _____	<input type="checkbox"/> None	<input type="checkbox"/> There is no evidence that the assessment results are shared, discussed, or used to improve effectiveness  <b>Notes:</b>	<input type="checkbox"/> Assessment information is collected but the results are not shared, discussed, or used in a systematic fashion to improve effectiveness <input type="checkbox"/> Results are not effectively used to improve programs, services, resource allocation, work processes, or assessment strategies. <input type="checkbox"/> Results are not shared with all stakeholders  <b>Notes:</b>	<input type="checkbox"/> Results are used to improve programs, services, resource allocation, work processes, or assessment strategies. <input type="checkbox"/> Results are used to help establish new performance targets. <input type="checkbox"/> Positive results are shared with others when applicable.  <b>Notes:</b>
<input type="checkbox"/> Supporting comment(s) to justify or explain the <b>Use of Results</b> score.				