

**Evaluation Rubric for the Annual Institutional Effectiveness Review (AIER) Reports
Peer Review Sessions 2013-2014**

Program or Unit Name:	
Name of Program Coordinator(s):	
Name Of Peer Reviewer:	
Date of Review	
UAC Support Provided By:	

Mission Statement: A clear, concise statement outlining the work of the program/unit and who it serves.

No Evidence (0)	Needs Improvement (1)	Acceptable (2)	Exemplary (3)	Score
No mission is articulated for the program.	General statement of intent of the unit/ program. Focus not evident.	Statement of the program's purpose is clear and concise.	<i>In addition to the acceptable criteria:</i>	
No link to institutional mission is evident.	Does not demonstrate clear alignment with the institutional mission.	Aligned and consistent with the institutional mission statement.	Demonstrates awareness of current discipline or organization norms.	
	Mission relates to the division/ college/ department, but not degree program or unit.	Unique to program (identifies how it separates from other units or programs.		
Comments:				

Student Learning Outcomes (SLOs) or Objectives: Specific statements that articulate the knowledge, skills, and abilities students should gain or enhance through the academic program; for administrative units, describe desired quality and impact of key services.

No Evidence (0)	Needs Improvement (1)	Meets Expectations (2)	Exemplary (3)	Score
No SLOs/outcomes evident.	No alignment with program/unit mission and goals.	Alignment with program/unit mission and goals.	<i>In addition to the acceptable criteria:</i>	
SLOs/outcomes are not measurable.	Describe a process rather than an outcome.	Three to five program SLOs or outcomes are listed.	SLOs reflect depth of learning and discipline specific body of knowledge.	
	Incomplete list of outcomes; less than two outcomes.	At least two SLOs/outcomes are assessed this cycle.		
	SLOs/outcomes do not address the knowledge, skills, or services associated with the program/unit.	SLOs/outcomes address the knowledge, skills, or services associated with the program/unit.		
		Appropriate for program level (undergraduate, graduate).		
		Outcomes assessed are clearly identified.		
Comments:				

Assessment Methods/Measures: The methods/measures used to gather data and evaluate each outcome.

No Evidence (0)	Needs Improvement (1)	Meets Expectations (2)	Exemplary (3)	Score
No relationship between outcomes and measures.	Indirect relationship to outcomes.	Each method matches the outcome being assessed.	<i>In addition to the acceptable criteria:</i>	
No measures or criteria are indicated.	Methods are not appropriate for the outcomes being measured. Methodology is questionable.	The outcomes are assessed through direct and indirect measures.	More than two SLO's are assessed using multiple measures.	
	Appropriate use of indirect measure; however, direct measures <u>must</u> be included.	At least two outcomes are assessed.	Sufficient details and clarity of methods; instrument examples provided.	
	Only one outcome is assessed. The assessment of at least two outcomes is required.	Multiple measures are used for some or all of the outcomes.		
Comments:				

Assessment Criteria/Benchmarks: Target or benchmark that will represent success of achievement for outcomes being assessed.

No Evidence (0)	Needs Improvement (1)	Meets Expectations (2)	Exemplary (3)	Score
No criteria, targets or benchmarks provided.	Criteria are not aligned with measures and/or outcomes.	Criteria are aligned with the measures and outcomes.	<i>In addition to the acceptable criteria:</i>	
	Criteria are too general; not specific or measurable.	Criteria are specific and measurable.	Criteria exemplify program-level rigor.	
	Criteria are too vague or may not be reasonable (too high/too low).	Two measures are identified for each outcome.	Criteria are meaningful based on existing standards.	
Comments:				

Analysis of Results

Interpretation of Results/Findings: Summary of results, to include data collection and analysis procedures.

No Evidence (0)	Needs Improvement (1)	Meets Expectations (2)	Exemplary (3)	Score
No data collected.	Limited information provided about data collection and findings.	Sufficient and complete information provided to understand data collection process and findings.	<i>In addition to the acceptable criteria:</i>	
No information provided about data collection or findings.	No clear indication of who is assessed, how assessed or when assessment takes place.	Evidence provided to indicate established criteria were addressed and the level of attainment.	Provides solid evidence that targets were met and compares new findings to past results.	
	Misalignment between assessment methodology and data collection.			
Comments:				

Dissemination of Results: Involvement of stakeholders in discussion of results and planned actions.

No Evidence (0)	Needs Improvement (1)	Meets Expectations (2)	Exemplary (3)	Score
No evidence of communication.	Information provided to limited number of stakeholders; no clear communication process.	Information provided to appropriate stakeholders; enough details provided in report.	<i>In addition to the acceptable criteria:</i>	
		Evidence that assessment findings are shared and discussed with appropriate constituents.	Information provided to all stakeholders; dissemination process clearly detailed in report.	
Comments:				

Action Plans/ Use of Results: Actions taken to improve the program/unit or process based on results.

No Evidence (0)	Needs Improvement (1)	Meets Expectations (2)	Exemplary (3)	Score
No mention of use of results.	Some mention of improvement but no link between findings and outcomes.	Results are documented and directly related to assessment findings and outcomes.	<i>In addition to the acceptable criteria:</i>	
	Too general; no timeframe or responsible person(s) identified	Examples of improvement are specific and directly related to assessment findings and outcomes. Sufficient reflection on what was learned during assessment cycle.	Clear understanding of findings and implications. Manageable action plan is exhibited to address areas identified as needing monitoring or enhancement.	
Comments:				