# Annual Assessment Reviewer Checklist
## Plan & Reporting Sections
## Institutional Effectiveness – 7.3 Standard

Unit/Office:_____

Reviewer:_____

Date:_____

| Intuitional Effectiveness Element | Yes | No | Comments |
|---|---|---|---|
| **Office Mission Statement** | | | |
| Is the office mission clear and specific to the unit? | | | |
| Does the mission state specifically who the unit serves, why and how? | | | |
| Is the Office Mission aligned to the University Mission and/or Strategic Plan? | | | |
| **Objectives (OBJ)** | | | |
| Are at least 2 objectives identified for assessment this cycle? | | | |
| Does each objective contain a **measureable** action verb? "Understand," "appreciate," or "value" are not acceptable verbs. | | | |
| Does each objective focus on **one** outcome? | | | |
| Is each objective aligned with the Office's Mission? | | | |
| Are the objectives aligned to the University's Strategic Plan? | | | |
| **Measures** | | | |
| Are there at least 2 measures per objective? | | | |
| Is at least one measure for each objective a direct measure? | | | |

| | | | |
|---|---|---|---|
| Are the measures aligned to the objective specified? | | | |
| Is the measure described **clearly** and with sufficient detail of event, program, method of assessment, and instruments (documents, data charts, spread sheets, survey templates)? | | | |
| Is each measure evaluated independently (no multiple measures)? | | | |

## Targets

| | | | |
|---|---|---|---|
| Is the target directly aligned with each measure? | | | |
| Is the target written in the correct format?<br><br>Percentage Format: "XX% or more of TAMIU community members will participate in [name of event/service]."<br><br>Proficiency Format: "The mean of TAMIU community members rating of '(service)' will increase xx or more." | | | |
| ~~Does the target avoid using a set goal of 100%? (REMOVE)~~ | | | |
| Does the target avoid using words that are not clear i.e. "satisfactory" or "successful" and instead use a quantitative number? | | | |

## Data Collection

| | | | |
|---|---|---|---|
| Does the plan identify specifically **where** data collection will take place? | | | |
| Does the plan identify specifically **when** data collection will take place? | | | |
| Does the plan identify specifically **who or whom** will be responsible for collecting the data? | | | |

|  |  |  |  |
|---|---|---|---|
| | | | |

## REPORTING QUESTIONS BELOW

### Findings

| | | | |
|---|---|---|---|
| Are the findings **clear** and **well-organized**? | | | |
| Do the findings **directly align** with the measure? | | | |
| Was **sufficient** documentation (i.e., rubrics, data tables, blank artifacts) provided in AEFIS for verification of findings? | | | |