

VPSA Department Assessment Rubric

	Beginning	Developing	Intermediate	Advanced
<p>Involvement <i>Are multiple people in dept. an active part of planning and carrying out assessment?</i></p>	One person primarily doing assessment in isolation within dept.	One person coordinating assessment, plus assessment team member	One person primarily coordinating assessment , A-Team in place and consistent communication with Director	One person may coordinate and serve on A-team, but Director and other dept. members are actively involved in assessment conversations
<p>Planning <i>Is assessment planned and carried out with a specific purpose?</i></p>	Assessment is carried out on an ad-hoc basis when need arises. No assessment plan is set or assessment plan is created after assessment is carried out.	Assessment plan created at the beginning of the year with at least 1 goal for that academic year. Assessment plan is used to focus assessment efforts that year.	Assessment plan created for 2 years with at least 1 goal per year. Assessment plan is used to focus assessment efforts each year.	Assessment plan created for 3-5 years with at least 1 goal per year. Assessment plan is used to focus assessment efforts each year.
<p>Alignment <i>Are assessment efforts aligned with dept. mission, goals, priorities and/or strategic plans?</i></p>	Project-level assessments not necessarily aligned with dept's goals or priorities	At least 1 goals in assessment plan is related to dept's goals, priorities or mission	All goals in assessment plan are clearly aligned with dept mission, goals or priorities E.g. Assessment plan exists and then it's linked with goals/priorities	Assessment plan is created based on a strategic plan or other dept. priorities E.g. Goals/Priorities exist first and then assessment plan is created
<p>Communication <i>Does the dept. have the ability to use and share data effectively?</i></p>	Internal communication of results at the program-level limited to 1 or 2 individuals. Data is reviewed by individuals but little is done to transform data into information to other audiences	Internal communication that is shared with specific individuals and the Director Consistently able to summarize and synthesize data before drawing conclusions	Internal communication systems that include sharing results across a department or as well as the Director and VPSA Leadership team. Transforms data into information using a format that matches single audience	Internal and External communications with information being shared with entire dept., plus external constituencies Transforms data into information using multiple formats for multiple audiences
<p>Actions, Decisions and Changes based on assessment information <i>Is assessment data being used on a regular basis to assist in in decision-making?</i></p>	Results are reported on, but not used for any tangible change or decisions	Some but not all assessments are connected with changes or decisions made	All assessment activity is connected with changes, action steps or decisions made at the dept. level	All assessment activity is connected with changes, action steps or decisions made at the dept level as well as being connected to resource allocation decisions or justifications for new revenue sources