

ASSESSMENT PLAN RUBRIC- "Conducting Assessment in Student Affairs" Curriculum

	Criterion	1 - Under-Developed/Missing	2 - Developing	3 - Developed	4 - Exemplary
Assessment Purpose	Assessment Plan Design	Plan <i>does not include</i> a description of key steps in the design or implementation of the assessment.	Plan <i>clearly identifies some key steps</i> in the design and implementation of the assessment, but may not identify all necessary or important aspects of the assessment.	Plan <i>clearly identifies key steps</i> in the design and implementation of the assessment.	Plan provides a <i>well-developed and detailed description of the key steps</i> in the design and implementation of the assessment.
	Background and Assessment Purpose	Plan <i>is missing substantial pieces of information</i> that would clarify the purpose of the assessment.	The purpose of the assessment is somewhat clear- <i>needs refinement</i> .	The <i>purpose of the assessment is clear and well-defined</i> based on the description of assessment and the connection of the assessment to the mission and goals.	The purpose of the assessment is clear, well-defined, and the connection between the assessment questions, departmental/Student Affairs priorities is explained in a <i>convincing</i> way, thereby conveying the significance of the assessment.
	Assessment Questions	Plan <i>is lacking specific assessment questions</i> .	The questions have been articulated but are <i>not specific or assessable</i> .	The questions are clear, well-defined, and linked to the purpose of the assessment.	The questions are clear, well-defined, and the connection between the assessment questions, departmental goals, and Student Affairs mission is clear.
	Context and Stakeholders	Plan <i>does not identify actors</i> who may be affected by the assessment.	Plan identifies a <i>limited scope of actors</i> who may be affected by the assessment and demonstrates a limited understanding of how actors are potentially affected by the assessment.	Plan <i>identifies the actors</i> who may be affected by the assessment. <i>Provides some description</i> of ways in which actors will be potentially affected by the assessment.	Plan <i>demonstrates considerable reflection on the political and ethical context of the assessment in addition to identifying the actors</i> who may be affected as well as describing in detail how they may be affected by the assessment.

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Methods and Implementation	Assessment Method	Assessment methods <i>are not identified or appropriate</i> given stated goals of the assessment. Information provided reflects a limited understanding of the chosen approach.	Assessment methods <i>are clearly identified but may not be entirely appropriate</i> given the stated goals of the assessment.	Assessment methods <i>are clearly identified and are appropriate</i> given the stated goals of the assessment.	Assessment methods <i>are clearly identified and are appropriate</i> given the stated goals of the assessment. The description of the methodological approach includes deep reflection of the logistic and ethical considerations involved in the assessment.
	Resources	The proposed implementation plan <i>does not demonstrate any awareness</i> of resources considerations for the assessment.	The proposed implementation plan <i>demonstrates a limited awareness of resource considerations</i> for the assessment.	The proposed implementation plan <i>demonstrates an awareness of resources considerations</i> . The plan describes the specific considerations such as time and describes how potential limitations will be addressed during the assessment cycle.	The proposed implementation plan <i>demonstrates a strong awareness of resource considerations</i> including but not limited to: time, skill/personnel, and budget, and describes <i>in detail</i> how those limitations will be addressed during the assessment cycle.
	Implementation and Design	Plan identifies <i>none</i> of the following aspects of the study: 1) Recruitment of participants/collection of data, 2) How participant privacy and data confidentiality will be maintained, 3) Whether IRB application will be submitted and when, and 4) A timeline for data collection.	Plan identifies <i>one or more</i> of the aforementioned aspects of the study, but may not sufficiently elaborate on each aspect.	Plan <i>identifies and describes all</i> of the aforementioned aspects of the study.	Plan <i>identifies and describes in great detail all</i> of the aforementioned aspects of the study.

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Planned Analysis and Reporting	Planned Analysis	Overall, <i>there is no discussion/metion</i> of how data will be analyzed.	Overall, <i>there is vague mention of some steps in analysis.</i>	Overall, <i>there is a clear discussion and outline</i> for how data will be analyzed.	Overall, <i>there is a clear and detailed discussion and outline</i> for how data will be analyzed. This discussion/outline includes specific steps in analysis (e.g. timeline for analysis, statistical procedures and steps involved in analysis).
	Plan for Reporting	The plan demonstrates <i>limited or no reflection</i> on type or format for reporting.	Type or format for reporting is identified but <i>may not be appropriate</i> given assessment design. No justification of the chosen reporting format is given.	Type or format for <i>reporting is described in detail</i> as well as why it is appropriate (e.g. presentation, written report, etc.).	Type or format for <i>reporting is described in great detail</i> as well as why it is appropriate (e.g. presentation, written report, etc.). Plan provides outline of reporting format and perhaps key content areas that will be reported on.
	Stakeholders and Needs	The proposed plan for analyzing and reporting <i>does not identify</i> stakeholders.	The proposed plan for analyzing and reporting <i>may identify limited number of</i> stakeholders.	The proposed plan for analyzing and reporting <i>results identifies and describes ways in which</i> stakeholders will be informed of results.	The proposed plan for analyzing and reporting <i>results describes specific ways in which</i> stakeholders will be informed of results.
	Implications for Institutional Improvement	The proposed plan provides <i>no description</i> of how the results will inform institutional and/or departmental improvement.	The proposed plan provides <i>limited understanding of</i> how the results will inform institutional and/or departmental improvement.	The proposed plan <i>describes how the results will be used for institutional and/or</i> departmental improvement.	The proposed plan <i>clearly describes in detail how the results will be used for</i> institutional and/or departmental improvement.