

Administrative Continuous Improvement Plan Rubric 2024-25

Unit:

Responsible Individual:

Date of Review: Fall 2024

Reviewers: Administrative Assessment Committee Members

1. Mission Statement		
A mission statement is a concise statement that describes the unit's purpose, explains its primary functions, and identifies who it serves (i.e., who the program is, what it does, and who it serves).		
	Yes	No
Is a mission statement included?		
2. Operational Outcomes		
Operational outcomes are specific statements that address the unit's performance, particularly regarding operations, programs, and services.		
	Yes	No
Are all operational outcomes from the 2023-24 Report included in the 2024-25 Plan?		
If not, is an explanation included for missing operational outcomes?		
Are new operational outcomes included in the 2024-25 Plan (i.e., not included in the 2023-24 Report)?		
3. Student Learning Outcomes		
Student learning outcomes (SLOs) clearly state the knowledge, skills, values, and attitudes that students are expected to acquire and reliably demonstrate by the end of the learning experience. NOTE: Student learning outcomes may not be applicable to a specific unit.		
	Yes	No
If appropriate, are all student learning outcomes from the 2023-24 Report included in the 2024-25 Plan?		
If not, is an explanation included for missing student learning outcomes?		
Are new student learning outcomes included in the 2024-25 Plan (i.e., not included in the 2023-24 Report)?		

4. Activities		
Activities describe the actions taken in support of attaining the desired outcome.		
	Yes	No
Are activities in the 2024-25 Plan reflective of the Continuous Improvement Action Plan from the 2023-24 Report?		
5. Assessment Methods		
Assessment methods are the strategies, techniques, tools, and instruments used for collecting information to determine the extent to which desired outcomes are attained.		
	Yes	No
Are assessment methods included for each operational and student learning outcome?		
Are targets included for each operational and student learning outcome?		
Is each target justified (i.e., why it is appropriate; why it is attainable)?		
Comments and/or Recommendations to the Plan's authors regarding their 2024-25 Continuous Improvement Plan.		