**Division of Student Affairs (DoSA) Effectiveness Report Review Rubric**

**Expected Outcome Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Description of Expected Outcome: (Use the appropriate learning or outcome block below.)**

**Learning Outcome (Use this for a learning outcome. “What a student (or other stakeholder/s) is to do or think as a result of the program, course, or service.”)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elements** | **Met** | **Met**(Comments) | **Partially Met** One or more items from the “Met” column is missing (Comments) | **Unclear**(Comments) |
| **Clarity** | * Outcome is specific and is a detailed action statement
* Outcome is congruent with the unit’s mission and goals
* Outcome is written as such and not confused with a goal, action step, etc.
 |  |  |  |
| **Measurable** | * Outcome is able to provide evidence of the educational benefits
* Outcome is observable
 |  |  |  |
| **Useful/Meaningful** | * Outcome is able to guide the decision making process
* Outcome is **learning** centered
 |  |  |  |

**Program Outcome (Use this block for a program outcome. “What a program or process is to do, achieve or accomplish for its own improvement; generally needs/satisfaction driven.”)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elements** | **Met** | **Met**(Comments) | **Partially Met** One or more items from the “Met” column is missing (Comments) | **Unclear**(Comments) |
| **Clarity** | * Outcome is specific and is a detailed action statement
* Outcome is congruent with the unit’s mission and goals
* Outcome is written as such and not confused with a goal, action step, etc.
 |  |  |  |
| **Measurable** | * Outcome is able to provide evidence of the operational benefits
* Outcome is observable
 |  |  |  |
| **Useful/Meaningful** | * Outcome is able to guide the decision making process
* Outcome is **operationally** centered
 |  |  |  |

**Assessment Methods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elements** | **Met** | **Met**(Comments) | **Partially Met** One or more items from the “Met” column is missing (Comments) | **Unclear**(Comments) |
| **Aligned** | * Method(s) linked to specific outcome
* Criteria for achieving outcome identified
 |  |  |  |
| **Appropriate** | * Multiple methods incorporated or planned
* Direct method(s) for assessing learning is used as appropriate
* Method(s) used is logical choice for measuring stated outcome
* Sufficient information is provided for the method (ex: # of participants, response rates, survey items, scales, etc.)
 |  |  |  |

**Findings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elements** | **Met** | **Met**(Comments) | **Partially Met** One or more items from the “Met” column is missing (Comments) | **Unclear**(Comments) |
| **Analysis** | * Congruence between the type of data obtained and the data analysis method
* Strengths and weaknesses revealed when the results are discussed
 |  |  |  |
| **Interpretation** | * Results interpreted in the context of improvement
* Data interpreted within appropriate scope (e.g., generalizability, return rates, population defined, sampling used, multiple results or comparisons are provided etc.)
 |  |  |  |

**How did you use findings for improvement?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elements** | **Met** | **Met**(Comments) | **Partially Met** One or more items from the “Met” column is missing (Comments) | **Unclear**(Comments) |
| **Decisions** | * Describes conclusions and decisions drawn from assessment data/evidence
* Improvement was clearly linked to assessment findings
 |  |  |  |
| **Intended Actions** | * Describes actions for improvement based on evidence
 |  |  |  |
| **Communication** | * Shares assessment decisions and actions with unit/department faculty and staff and other relevant constituencies
 |  |  |  |
| **Process Reflection** | * Evaluates appropriateness of:
1. Instrument/data collection tool
2. Process/methods used
3. Defines improvements/refinements to assessment process
 |  |  |  |

**OTHER COMMENTS:**