



## Components & Quick Facts of an Institutional Effectiveness Report

### Student, Academic, & Administrative Support Services (8.2.c & 7.3) - Assessment Rubric

Components	Rubric
<b>Heading &amp; Mission Statement</b>	<p><b>Exemplary (4)</b> - Seven report sections were included. Report was in proper order. Mission Statement aligned with FMU's Mission Statement/Strategic Plan</p> <p><b>Proficient (3)</b> - Five report sections were included. Report was in proper order. Mission Statement aligned with FMU's Mission Statement/Strategic Plan</p> <p><b>Emerging (2)</b> - Three report sections were included. Report sections included were not in the proper order. Mission Statement aligned with FMU's Mission Statement/Strategic Plan</p> <p><b>Inadequate (1)</b> - Two report sections were included. Report sections included were not in the proper order. Mission Statement does not aligned with FMU's Mission Statement/Strategic Plan</p> <p><b>Not Evident (0)</b> - Fewer than two sections were included. Mission Statement does not aligned with FMU's Mission Statement/Strategic Plan</p>
<b>Readability of Report</b>	<p><b>Exemplary (4)</b> - Report was written for a broad audience and contained no jargon. Report was concise and did not contain unnecessary information. 100% of the section headings and transitions were clear.</p> <p><b>Proficient (3)</b> - Report was written for a broad audience and contained little jargon. Report was concise but contained unnecessary information. 75% of the section headings and transitions were clear.</p> <p><b>Emerging (2)</b> - The report was technical and not written for a broad audience and contained too much jargon. Report was overly verbose. 50% of section headings and transitions were clear.</p> <p><b>Inadequate (1)</b> - The report was far too technical and not written for a broad audience and contained far too much jargon. Report was verbose. 25% of section headings and transitions were clear.</p> <p><b>Not Evident (0)</b> - The report was poorly organized. The report was unreadable. 0% of section headings and transitions were clear.</p>

Components	Rubric
<b>Goals</b>	<p><b>Exemplary (4)</b> - At least four Goals are identified. 100% of the Goals are aligned with the Mission Statement.</p> <p><b>Proficient (3)</b> - At least four Goals are identified. 75% of the Goals are aligned with the Mission Statement.</p> <p><b>Emerging (2)</b> - At least three Goals are identified. 75-100% of the Goals are aligned with the Mission Statement.</p> <p><b>Inadequate (1)</b> - At least three Goals are identified. Less than 50% of the Goals are aligned with the Mission Statement.</p> <p><b>Not Evident (0)</b> - No Goals are identified.</p>
<b>Desired Outcomes</b>	<p><b>Exemplary (4)</b> - At least four Desired Outcomes are identified. 100% of the Desired Outcomes are quantifiable and aligned with the Goals.</p> <p><b>Proficient (3)</b> - At least four Desired Outcomes are identified. 75% of the Desired Outcomes are quantifiable and aligned with the Goals.</p> <p><b>Emerging (2)</b> - At least three Desired Outcomes are identified. 50% of the Desired Outcomes are quantifiable and aligned with the Goals.</p> <p><b>Inadequate (1)</b> - At least two Desired Outcomes are identified. 25% of the Desired Outcomes are quantifiable and aligned with the Goals.</p> <p><b>Not Evident (0)</b> - No Desired Outcomes are identified. No evidence that the standard of performance is quantified for each stated Desired Outcome.</p>
<b>Assessment Methods and Procedures</b>	<p><b>Exemplary (4)</b> - Explained the methods and the procedures that were used to assess each outcome.</p> <p><i>Baseline:</i> 100% of Baselines (Past) are stated and quantified based on previous academic year(s).</p> <p><i>Benchmark:</i> 100% of Benchmarks (Present) are related to data from prior academic year(s). Benchmarks are realistic based on prior year performance and proposed service upgrade.</p> <p><i>Target:</i> 100% of Targets (Future) are stated and quantified. Targets are realistic based on future improvements needed or proposed.</p> <p><b>Proficient (3)</b> - Explained the methods and the procedures that were used to assess each outcome.</p> <p><i>Baseline:</i> 75% of Baselines (Past) are stated and quantified based on previous academic year(s).</p> <p><i>Benchmark:</i> 75% of Benchmarks (Present) are related to data from prior academic year(s). Benchmarks are realistic based on prior year performance and proposed service upgrade.</p> <p><i>Target:</i> 75% of Targets (Future) are stated and quantified. Targets are realistic based on future improvements needed or proposed.</p>

Components	Rubric
<b>Assessment Methods and Procedures Continues</b>	<p>Emerging (2) - Explained some of the methods and the procedures that were used to assess each outcome but not clear.</p> <p>Baseline: 50% of Baselines (Past) are stated and quantified based on previous academic year(s).</p> <p>Benchmark: 50% of Benchmarks (Present) are related to data from prior academic year(s). Benchmarks are realistic based on prior year performance and proposed service upgrade.</p> <p>Target: 50% of Targets (Future) are stated and quantified. Targets are realistic based on future improvements needed or proposed.</p> <p>Inadequate (1) - Did not explain the methods and the procedures that were used to assess each outcome.</p> <p>Baseline: 25% of Baselines (Past) are stated and quantified based on previous academic year(s).</p> <p>Benchmark: 25% of Benchmarks (Present) are related to data from prior academic year(s). Benchmarks are realistic based on prior year performance and proposed service upgrade.</p> <p>Target: 25% of Targets (Future) are stated and quantified. Targets are realistic based on future improvements needed or proposed.</p> <p>Not Evident (0) - No coverage of methods and the procedures were not evident.</p> <p>Baseline: 0% of Baselines (Past) are stated and quantified based on previous academic year(s).</p> <p>Benchmark: 0% of Benchmarks (Present) are related to data from prior academic year(s). Benchmarks are realistic based on prior year performance and proposed service upgrade.</p> <p>Target: 0% of Targets (Future) are stated and quantified. Targets are realistic based on future improvements needed or proposed.</p>
<b>Results</b>	<p><b>Exemplary (4)</b> - 100% of the results are aligned with the assessment methods. Results are presented for 100% of the assessment methods.</p> <p><b>Proficient (3)</b> - 75% of the results are aligned with the assessment methods. Results are presented for 75% of the assessment methods.</p> <p><b>Emerging (2)</b> - 50% of the results are aligned with the assessment methods. Results are presented for 50% of the assessment methods.</p> <p><b>Inadequate (1)</b> - 25% of the results are aligned with the assessment methods. Results are presented for 25% of the assessment methods.</p> <p><b>Not Evident (0)</b> - 0% of the results are aligned with the assessment methods. Results are presented for 0% of the assessment methods.</p>

Components	Rubric
<b>Planned Improvements Based on Assessment Results</b>	<p><b>Exemplary (4)</b> - 100% of the actions are directly linked to stated results. 100% of the actions linked to specific the desired outcomes.</p> <p><b>Proficient (3)</b> - 75% of the actions are directly linked to stated results. 75% of the actions linked to specific the desired outcomes.</p> <p><b>Emerging (2)</b> - 50% of the actions are directly linked to stated results. 50% of the actions linked to specific the desired outcomes.</p> <p><b>Inadequate (1)</b> - 25% of the actions are directly linked to stated results. 25% of the actions linked to specific the desired outcomes.</p> <p><b>Not Evident (0)</b> - 0% of the actions are directly linked to stated results. 0% of the actions linked to specific the desired outcomes.</p>