

Assessment Report Review

Reviewer Name:	Expectations				Date of Review:
Unit/Division Name:	Does not Meet	Partially Meets	Meets	Exceeds	Comments/Suggestions
Mission Statement					
<ul style="list-style-type: none"> • A <i>Mission Statement</i> is a brief (1 to 2 sentences), broad statement of the directions, values and aspirations of the division and should provide a clear description of its purpose • The <i>mission statement</i> should be understandable to a general audience and should align with the University's mission • A mission statement defines the division's purpose, why/how it does it, and whom it serves. • Serves as a reflection of the organization's identity and purpose, providing direction and focus <p>Level Up:</p> <ul style="list-style-type: none"> • Think long term to make mission statement inclusive to NKU's future 					
Goals - Minimum 1					
<ul style="list-style-type: none"> • <i>Goals</i> are broad statements that describe the overarching long-term intended outcomes • Goals are intangible, abstract, and not measureable • Primarily used for general planning and are used as the starting point to the development and refinement of outcomes. • Align with the mission statement • Develop a goal that multiple units can use to create objectives <p>Level Up:</p> <ul style="list-style-type: none"> • Having more than one objective associated with a goal. 					

Mid-Cycle Review

End-of-Cycle Review

<p>Objectives (SMART) - Minimum of 3</p> <ul style="list-style-type: none">• An <i>Administrative Objective</i> is a specific statement of intention, describing a task to be accomplished or a point to be reached• <i>Objectives</i> should align with a goal. It should specify how the goal will be accomplished.• Action verbs describe the achievement that is intended or desired <p>Specific, Measurable (verifiable), Actionable/Achievable, Realistic/Relevant, Time-bound</p> <p>Level Up:</p> <ul style="list-style-type: none">• Collaborate with other depts• All <i>Objectives</i> align with one Strategic Initiative AND one Institutional Priority					
<p>Supported Initiative - (Minimum 1 Objective with minimum 1 Supported Initiative)</p> <ul style="list-style-type: none">• Align <i>Objective</i> with Strategic Initiative<ul style="list-style-type: none">○ NKU's strategic plan <p>OR</p> <ul style="list-style-type: none">• Align <i>Objective</i> with Institutional Priorities <p>Level Up:</p> <ul style="list-style-type: none">• Link all Objectives to one Strategic Initiative or one Institutional Priority• One link Strategic Initiative AND one Institutional Priority to most or all <i>Objectives</i>					

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<p>Measures (3M's) - Minimum 1 per Objective</p> <ul style="list-style-type: none"> • A <i>Measure</i> is a method used to gauge the achievement of the listed Objective • Measures encompass a wide variety of sources of information and should indicate or infer performance on the Objectives. Direct and/or Indirect Measures <p>Measurable/observable: Observe it, count, quantify it, etc. Meaningful: Represents key components of the objective Manageable: Can be measured without excessive effort</p> <p>Level Up:</p> <ul style="list-style-type: none"> • Uses a rubric when assessing a process/procedure • Considers industry best practices • Utilizes benchmark data as comparison 					
<p>Targets - Minimum 1 per Measure</p> <ul style="list-style-type: none"> • Expected levels of performance or achievement <p>Level Up:</p> <ul style="list-style-type: none"> • Benchmarkable • Define minimum thresholds along with an aspirational target 					
<p>Findings - Minimum 1 per Target</p> <ul style="list-style-type: none"> • The reporting of the data collected from the assessment <i>Measure</i>. • <i>Findings</i> are reported in comparison to the <i>Target</i>, identifying that the <i>Target</i> was <u>Met</u>, <u>Partially Met</u>, <u>Not Met</u>, or <u>Exceeded</u>. Findings can also reflect that results were <u>Not Reported This Period</u>. <p>Level Up:</p> <ul style="list-style-type: none"> • Share results with stakeholders, including students and administrators • Adding evidence documentation attachments to assessment plan in WEAVE 					

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<p>Analysis of Findings - Minimum 1 per Target</p> <ul style="list-style-type: none"> • <i>Analysis of Findings</i> summarizes the takeaways from the information reported in the <i>Findings</i>. Why did the area achieve the results it did? • This is where you can answer the "So what?" and "What now?" questions. <p><i>Here are some guiding questions:</i></p> <ul style="list-style-type: none"> ○ What does that say about how well the administrative area is performing? ○ How do the findings compare to findings from previous years? ○ Do the findings suggest any improvements? <p>Level Up:</p> <ul style="list-style-type: none"> • Celebrate your wins! • Reflects upon the Measure used. Suggestions for something better? • Searches for gaps in the data • Disaggregates data by subpopulations • Considers further investigation of concerning data 					
<p>Action Plan</p> <ul style="list-style-type: none"> • Creates an <i>Action plan</i> where applicable • <i>Action plan</i> is directly aligned with Objectives • <i>Action plan</i> addresses lessons learned from the Analysis of Findings • <i>Action plans</i> should be manageable <p><i>Examples</i></p> <ul style="list-style-type: none"> ○ Select certain Objective for further study ○ Revising surveys ○ Adopting new technology ○ New programs or services ○ Additional support to stakeholders <p>Level Up:</p> <ul style="list-style-type: none"> • Discuss potential barriers • List resources 					
<p>Comprehensively Represents Division</p> <ul style="list-style-type: none"> • 					

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Next Steps and Expectations for This Assessment Plan

- All content evaluated as **'Does Not Meet'** or **'Partially Meets'** Expectations, must be modified to meet expectations prior to the final assessment plan submission (Sept 15).
- Content evaluated as **'Meets'** or **'Exceeds'** Expectations may still contain recommendations for improvement but are optional edits for your division that will enhance your division plan if implemented.

Review Committee Feedback: