

## Administrative Unit Assessment Maturity Rubric

		Evidence of Exemplary Implementation	Evidence of Developed Implementation	Evidence of Emergent Implementation	Evidence not Included	COMMENTS/ FEEDBACK
		3	2	1	0	
Assessment Planning	<b>Assessment Plan</b>	The unit has an extensively articulated, sustainable, one-to-three-year assessment plan that includes: at least one mission statement; one goal and three unit SLO/AUO statements; a detailed descriptions as to when and how each SLO/AUO will be assessed; a thorough explanation of the analysis process; and an extensive outline of how improvements, based on findings/data, will be systematically implemented. The plan is posted publicly and has been examined and revised within seven years.	The unit has a reasonably detailed one-to-three-year assessment plan that includes: at least one mission statement; one goal and three unit SLO/AUO statements; an overview of how each SLO/AUO will be assessed; an outline of the analysis process; and information on how the improvements will be implemented. The plan is posted publicly.	Some or no parameters have been established. Assessment plan may still be in the planning/discussion stage; it is under-review or in the pilot stage; and/or a draft of the plan may be posted publicly.	No formal unit assessment plan for assessing the unit's goal(s) and outcomes is available and/or posted publicly.	
	<b>Measurable Student Learning and/or Administrative Unit Outcomes</b>	Each targeted SLO/AUO statement is: clearly measurable; describes what students/clients think/feel and/or how they should be able to demonstrate their learning/satisfaction; and explicitly indicates the level or type of performance, competence, and/or satisfaction expected by the unit (e.g., "At least 60% of the student population will be able to correctly utilize LoboAchieve to register for and drop courses, obtain grades and/or unofficial transcripts, view account balance, and make payments.").	Each targeted SLO/AUO statement is: clearly measurable; and describes what students/clients think/feel and/or how they should be able to demonstrate their learning/satisfaction (e.g., "Students will be able to utilize LoboAchieve to register for and/or drop courses, obtain grades and unofficial transcripts, view account balance, and/or make payments.").	Some of the targeted SLO/AUO statement(s) are not clearly measurable and/or do not identify what students/clients should be able to think/feel and/or how they should be able to demonstrate their learning/satisfaction. Statements such as, "Students will understand how to use LoboAchieve," do not specify how understanding or the behavior(s) that reflect understanding can be demonstrated and/or measured.	Most or all of the targeted SLO/AUO statement(s) are unclear, not measurable, and/or inadequate.	
Targeted Outcomes	<b>Alignment of Goals, Outcomes (SLOs/AUOs), &amp; UNM Learning Goals/Strategic Plan</b>	Each targeted SLO/AUO statement(s) includes all of the criteria outlined in the above row and is appropriately aligned to the unit goal(s), UNM Learning Goals (K, S, and R) and/or UNM 2020 Strategic Plan.	Each targeted SLO/AUO statement(s) includes all of the criteria outlined in the above row and is aligned to the unit goal(s), UNM Learning Goals (K, S, and/or R) and/or UNM 2020 Strategic Plan.	Some or all of the targeted SLO/AUO statement(s), unit goal(s), UNM Learning Goals (K, S, and/or R), and/or UNM 2020 Strategic Plan are inappropriately aligned.	A few or none of the targeted SLO/AUO statement(s) have not been aligned to the unit goal(s), UNM Learning Goals (K, S, and/or R), and/or UNM 2020 Strategic Plan.	
	<b>Assessment Methods (Measures/ Instruments)</b>	Unit has reported the use of more than three direct assessment measures and more than two indirect assessment measures to assess its targeted SLO/AUOs; and each targeted SLO/AUO is assess using more than one assessment measure. Relevant evidence is included.	Unit has reported the use of at least two direct assessment measures and at least one indirect assessment measure to assess its targeted SLO/AUOs. Relevant evidence is included.	Unit has reported the use of less than one direct and/or indirect assessment measure to assess its SLO/AUO(s) and/or unit reported use of direct and/or indirect assessment measures that are not appropriate. Relevant evidence is not included.	Reported assessment methods/measures are not clearly identified and/or are inadequately described.	
Evaluation	<b>Data Collection &amp; Analysis</b>	A clear and thorough analysis, interpretation of and reflection on the assessment results is reported; and it is readily apparent that conclusions were drawn through collaboration and the consensus of appropriate stakeholders. Aggregated data is included as evidence.	A clear presentation and interpretation of assessment results is provided. Aggregated data is included as evidence.	Results are stated very generally or not clearly; and/or aggregated data is not provided as evidence.	No evidence of collected data results is provided; and/or no clear analysis of assessment results is reported.	
	<b>Implementation of Improvements/ Revisions</b>	Specific improvement(s)/change(s) (in unit's assessment process, services, activities, and/or student learning) has been discussed and implemented; and the effectiveness or impact of the improvement(s)/change(s) has been monitored/tracked and documented by the unit. Relevant evidence is provided.	An action plan with clear, measurable action items is provided for implementing improvement(s)/change(s) (in unit's assessment process, services, activities, and/or student learning) over a defined timeframe; and is clearly responsive to strengths/weaknesses identified in the interpreted assessment results. Relevant evidence is provided.	Some indication of a need for improvement/change is provided but the burden for improvement is placed by the unit primarily upon students/clients (e.g., students/clients need to do more/be more...); and/or an action plan has been reported that is overly broad, generalized or missing clear, measurable action steps. Relevant evidence is not provided.	An action plan for improvement/change in the unit's assessment process, curriculum, and/or student learning is not articulated or included.	