**Rubric for Administrative and Academic Support Unit Plan Assessment**

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| **Category Description** | **Met** | **Partially Met** | **Not Met** | **Notes** |
| Mission   * Specific to unit; describes the purpose of unit, who it serves and in what ways * Connected to institutional mission | The mission statement is   * Specific and descriptive of department/unit * Related to the H-SC mission statement | The mission statement is not   * Specific and descriptive of entity   OR   * Related to the H-SC mission statement | No mission statement is provided |  |
| Goals   * Each Goal statement describes a single, focused outcome that is written in clear, specific language, appropriate for someone outside of the college. * Each Goal is achievable for the department and uses observable, measurable action verbs.   Suggested: Goals should relate to H-SC's Strategic Plan when applicable | Each goal is   * Clear, focused, and specific to the department * Observable, measurable, and achievable | Some (or all) goals are not   * Clearly and specifically stated * Clearly and easily observable, measurable, or achievable | Goals are not   * Stated (minimum of 3) * Observable or measurable |  |
| Measures Achievement (How will the goal be achieved?)   * Methods are clearly aligned with goals. * Assessment tools (sources of evidence) and methods are clearly described. * All methods of measuring achievement have identified targets that are clear and relevant to both the outcome and measure. | Each Method   * Relates to the goal * Clearly describes tools or methods (steps) used to track progress toward goal * Has a target that is clear and relevant to the goal | Methods   * Loosely relate to the goal * Describe tools or methods used to track progress that are unclear * Lack a target that is clear and relevant to the goal | Methods do not   * Relate to the goal or make sense * Track progress * List a target for achievement   OR   * Measures are missing |  |
| Results   * Solid evidence that shows the extent to which the outcome was achieved in relation to target. * Description and analysis of results is meaningful, concise and appropriate. * Where appropriate, analysis references previously planned actions taken for improvement. | Results   * Clearly show that the goal was achieved (or not) * A concise analysis of the whether the goal was accomplished or not * Reference planned improvements and measure where relevant | Results   * Are listed but vague * Little analysis is offered/ is not directly related to the goal or measures * (No improvements referenced or planned) | Results   * Are missing for some or all goals * Offers no analysis of results or success or failure |  |
| Goal Analysis   * Clearly shows how methods listed under Measure Achievement are related to outcome and results and describes whether steps taken were effective (box 2) * Clearly shows how accomplishing methods will lead to improved services, etc. (box 2). * Describes in detail how changes or recommendations will be implemented (box 3). | Analysis   * Clearly shows connection between methods and results/Describes reasons for success or failure of goal * Clearly shows how accomplishing methods will lead to improved services, etc. * Describes changes to improve the process | Analysis   * Loosely shows connection between methods and results/Does not adequately explain whether the steps taken were effective * Does not indicate how accomplishing methods will lead to improvement * Describe vague or big changes for improvement | Analysis   * Fails to show whether methods were implemented * Offers no explanation of whether the steps taken were effective or not * Lists no changes for improvement |  |