**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
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| 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
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| 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
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| 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
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