YORK College | CUNY
Administrative, Educational, & Student Support (AESS) Assessment

Unit Assessment Rubric

Unit Name: Click or tap here to enter text.　　　　　　　　**Year:** Click or tap here to enter text.

Mark one category per row

Source/Element	Capacity Criteria	Initial (1)	Emerging (2)	Developed (3)
York Assessment Management System and Unit webpage	Mission	☐ Unit mission is not clear; it fails to identify two or more elements (unit name, their purpose, key functions, who they serve, alignment with the college mission)	☐ Unit mission is somewhat clear, and identifies the unit, name, their purpose, key functions, but fails to identify who they serve or does not align with the college mission	☐ Unit mission is clear and concise, identifies the unit name, their purpose, key functions, who they serve, and aligns with the college mission
	Goals	☐ Goals are not clear, do not align with the unit mission and/or describe what the unit hopes to achieve	☐ Goals partially describe how the unit mission will be accomplished and what the unit hopes to achieve	☐ Goals clearly describe how the unit mission will be accomplished and what they hope to achieve
Annual Assessment Plan	Outcomes	☐ Outcomes are very broad, not measurable, and fail to describe the intended result of an activity, service, transaction, etc. and do not align with the unit mission and goals	☐ Outcomes are somewhat vague and/or not measurable, and partially describe the intended result of an activity, service, transaction, etc. in alignment with the unit mission and goals	☐ Outcomes use active verbs, are clear, measurable and describe the intended result of an activity, service, transaction, etc. in alignment with the unit mission and goals
	Type of Outcome	☐ Outcome type selected is not accurate for any of the outcomes	☐ Outcome type selected is accurate for some outcomes	☐ Outcome type selected is accurate for all outcomes
	Alignment with Strategic Initiatives	☐ Plan outcomes do not align with the college's strategic initiatives	☐ Plan outcomes somewhat align with the college's strategic initiatives	☐ Plan outcomes clearly align with the college's strategic initiatives
	Alignment with Institutional Learning Outcomes (ILO) ☐ Check if N/A (does not have SLOs)	☐ Plan fails to align student learning outcomes with institutional learning outcomes	☐ Plan aligns only one of the student learning outcomes with institutional learning outcomes or aligns it incorrectly	☐ Plan accurately aligns student learning outcomes with institutional learning outcomes
	Activity	☐ Plan fails to describe the activities that the unit will engage in to achieve any of its outcomes	☐ Plan partially identifies the activities that the unit will engage in to achieve one or more identified outcomes	☐ Plan clearly describes the activities that the unit will engage in to achieve all of the pan outcomes

Source/Element	Capacity Criteria	Initial (1)	Emerging (2)	Developed (3)
	Assessment Method *(Direct: measure actual performance; Indirect: perception/opinions)*	☐ Has not yet developed (or identified) methods for measuring any of the outcomes or those that are identified are unclear and do not tie back to the outcome(s)	☐ Has developed (or identified) appropriate methods to measures some of the outcomes but some are unclear	☐ Has developed (or identified) appropriate methods to measure for all outcomes; the methods are clear and tie back to the outcome
	Target	☐ Target is not defined and/or does not align with any of the outcomes	☐ Target is identified and partially aligns with some of the outcomes	☐ Target clearly identifies a baseline or standard of success that aligns for all outcomes
Year-End Annual Assessment Report	Target Met	☐ The target met or not met selection is incorrect based on the results described in the findings section and the target set in the plan	☐ The target met or not met selection is accurate for some but not all outcome(s) based on the results described in the findings section and the target set in the plan	☐ The target met or not met selection is accurate for all outcomes and reflect the results described in the findings section and the target set in the plan
	Findings and Progress	☐ The findings are incomplete, unclear and fail to tie back to any of the outcome(s)	☐ The findings are partially described and do not clearly tie back to one or more outcomes(s)	☐ The findings for all outcomes clearly tie back to the outcome(s). The progress made is also described as appropriate
	Use of Results ☐ Check if there are no changes	☐ Type of changes (if any) do not align with the assessment findings for any outcome(s)	☐ Type of changes (if any) align with the assessment findings for some but not all outcome(s)	☐ Type of changes (if any) clearly align with the assessment findings for all outcome(s)
	Recommended Change(s) and Next Steps	☐ Recommended changes are partially mentioned but not clearly identified and/or not explained for any of the outcome. The next steps are unclear and fail to identify when and how the changes will be implemented, and who is responsible for any of the outcomes	☐ Recommended changes are identified and explained for some outcome(s), and/or only partial explanation is provided of why there is no change(s). The next steps are partially described but fail to identify when or how the changes will be implemented and/or who is responsible for some of the outcomes	☐ Recommended changes are thoroughly explained and/or explanation is provided of why there is no change(s) for all outcome assessed. Concrete next steps are described including when and how the changes will be implemented and who is responsible for all outcomes

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	Overall: Evidence of systematized continuous improvement using assessment findings	☐ *No evidence of systematized continuous improvement using assessment findings*	☐ *Some evidence of systematized continuous improvement using assessment findings*	☐ *Clear evidence of systematized continuous improvement using assessment findings*
	Assessment Communication and Method of Communication	☐ The findings will be shared with only one stakeholder via only one method (email, meeting, report etc.)	☐ The findings will be shared with more than one stakeholders via one or more methods (email, meeting, report, etc.)	☐ The findings will be shared with all stakeholder involved including the department head and divisional VP via one or more methods (email, meeting, report, etc.)
	Attachments: ☐ Not applicable	☐ If applicable, are not attached and thus does not support assessment findings	☐ If applicable, are partially attached and thus does not support assessment findings	☐ If applicable, are attached and clearly support assessment findings
	Changes Implemented from last year's annual assessment report	☐ The current status on the identified changes/action plan (if any) from last year's assessment report is not identified	☐ The current status on the identified changes/action plan (if any) from last year's assessment report is partially identified, and/or lacks the time when the changes were implemented, and when they will be reassessed.	☐ The current status on the identified changes/action plan (if any) from last year's assessment report is identified, indicates time when the changes were implemented, and when they will be reassessed.

Source Documents: Click or tap here to enter text.

Next Steps: ☐ No revisions/Publish   ☐ Return for revisions

Consider for Assessment Spotlight *(OIESP summarizes and writes about the assessment activity and shares it College-wide)*?   ☐ Yes ☐ No

Comments/Recommendations: Click or tap here to enter text.

Completed by AESSAC Members: Click or tap here to enter text.   Date: Click or tap to enter a date.

AESSAC Chair/Co-Chairs: Click or tap here to enter text.   Date: Click or tap to enter a date.

Feedback Shared with Unit Director/Executive Director: Click or tap here to enter text.   Date: Click or tap to enter a date.

Please contact AESSAC Chairs for questions/concerns.