**Administrative, Educational, and Student Support Assessment Rubric**

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|  | **1 – Unacceptable** | **2 – Making Progress** | **3 - Target** | **Notes** |
| **Unit Goals** | Did not articulate goals, goals are too vague, and/or goals do not link to institutional / divisional goals | Articulated unit goals that should be more measurable, specific, and linked to institutional/divisional goals | Articulated sufficient (e.g., 3-5 goals) unit goals that are measurable, specific, and linked to the institutional/divisional goals |  |
| **Measures** | Did not identify measures/targets or measures/targets are too vague and/or misaligned | Identified measures but targets should be more specific and/or better aligned with unit goals | Identified the best measures of unit success with specific targets (e.g., X% participated, completed) for each measure that aligns with the stated goals |  |
| **Initiatives** | Did not articulate initiatives to describe how the unit will accomplish its goals | Articulated initiatives that describe how the unit will accomplish its goals | Articulated detailed initiatives for all goals that clearly link to assessment results/prior year’s action plan and describe how the unit will accomplish goals |  |
| **Results/outcomes** | Did not report results/outcomes or show progress toward achieving targets | Reported results/outcomes for at least half of the goals and measures in the unit plan and showed progress toward achieving targets | Reported results/outcomes for all measures and goals in the unit plan and achieved most/all annual targets |  |
| **Action Plan** | Did not articulate an action plan | Identified actions for at least half of the goals and those actions are somewhat aligned to the data and/or to the divisional priorities, goals, and outcomes | Identified data-informed actions for next year that align with the institutional and divisional priorities, goals, and outcomes |  |