

Fall 2016 Academic Departmental Assessment Feedback Rubric

Department: _____ Program(s): _____ Graduate Undergraduate

Closing the Loop: An accreditation and assessment priority. In support of our HLC reaffirmation of accreditation visit in the fall of 2017, it is imperative that every department has an assessment process that “closes the loop” such that *assessment findings are used for **curricular** change and improvement of student learning*. *Closing the loop is more than quality assurance; it is a demonstrated commitment to improvement that includes:*

- Analysis of assessment data including evaluation of its relevance for curricular decision making
- Substantial engagement of faculty and others for discussion of assessment findings
- Planning and implementing curricular and other changes in response to findings
- Reassessment following implementation of changes

The feedback and rubric scores below give special attention to these components of closing the loop

In terms of **closing the loop**, assessment as represented in this report is rated as

0. Poor, indicating that none of the four aspects of closing the loop is present.
1. Incomplete, indicating that some of the four aspects of closing the loop are present but not all.
2. Complete with Deficiencies, indicating all four aspects of closing the loop are present to some degree but one or more need improvement.
3. Demonstrating Excellence, indicating all four aspects of closing the loop described above are present and adequate.

Justification and Feedback:

For further information or assistance, please contact David Smith in the Office of Assessment (davsmith@nmsu.edu).

Component	Not Evident	Developing	Well-Developed	Additional Comments (Note exceptional work here)
Mission / Purpose	No statement is provided.	The mission of the program is defined but is incomplete, unclear, or not aligned with NMSU's mission.	The mission of the program is clearly defined and aligns with NMSU's mission. ¹	
Goals / Objectives	No statement of goals or objectives is provided.	Goals and objectives provided do not align well with the mission or do not clearly define what the program strives to accomplish.	Goals and objectives are aligned with the mission and clearly define what the program strives to accomplish.	
Outcome (Use last page for additional outcomes)	No outcome is provided.	The outcome lacks clarity, is not measurable, is superficial, or is not aligned with a program goal or objective.	The outcome is clear, measurable, significant, and aligned with a program goal or objective.	
Associations		Omitted		
Measures	No measures are provided	The measure or measures lack sufficient detail or specificity or will not provide an effective measurement of the outcome.	The measure or measures provide a detailed and specific description of how data will be collected to assess the stated outcome.	
Targets (optional)	N/A	N/A	The desired levels of achievement are clearly defined and measurable	
Findings	No findings are provided.	Findings are reported but are incomplete or unclear	Findings are complete and clearly reported	
Action Plan	Findings indicate an action plan is appropriate but no plan is provided.	The action plan is not directly related to the assessment or is unclear with respect to what actions will be taken or how those actions will improve or support the program's practices.	The action plan is directly related to the assessment and clearly indicates what actions will be taken and how those actions are intended to improve or support the program's practices.	
Impact²	Findings were not analyzed.	Analysis of findings was incomplete, not related to the intended outcome, or not evaluated for relevance in decision-making	Findings were analyzed carefully, related to the intended outcome, and evaluated for relevance in decision-making.	

Component	Not Evident	Developing	Well-Developed	Additional Comments (Note exceptional work here)
Engagement³	There is no evidence of entity or other stakeholder engagement.	Presentation and discussion of assessment findings and analysis appears incomplete or superficial; feedback from discussions was not well documented or not used when appropriate to guide decision-making.	Assessment findings and analysis were presented and discussed with faculty, students, and other appropriate stakeholders; feedback from discussions was documented and used when appropriate to guide decision-making.	
Summary Analysis⁴	No summary is provided.	A summary is provided but does not clearly articulate how assessment findings relate to strengths or opportunities for improvement; all assessment targets were met but no plan for continuous improvement is described.	A clear summary is provided of how assessment findings show strengths or opportunities for improvement in the program's practices and outcomes. If all assessment targets were met, a plan to promote continuous improvement is described.	

Summary of Program Progress				
Report does not provide convincing evidence that assessment has taken place.	Report provides evidence that the program is working toward developing a meaningful assessment process, but improvements are needed.	Report provides convincing evidence that the program is 'doing assessment well', as identified in the highlighted box to the right:	Changes will be, or have been made, based on evidence gathered, with the intent to improve practices.	
			In response to prior assessment, changes were made, and current assessment measures impact of those changes.	
			Assessment findings indicate no changes are required at this time. A plan to promote continuous improvement is clearly described.	
			Initial assessment findings need to be supported with additional information/assessment before changes can be made.	

Additional Comments:

This page is used for additional outcomes when an assessment includes multiple outcomes.

Additional Outcome Identifier: _____

Component	Not Evident	Developing	Well-Developed	Additional Comments (Note exceptional work here)
Outcome	No outcome is provided.	The outcome lacks clarity, is not measurable, or is not aligned with a program goal or objective.	The outcome is clear, measurable, and aligned with a program goal or objective.	
Associations		Omitted		
Measures	No measures are provided	The measure or measures lack sufficient detail or specificity or will not provide an effective measurement of the outcome.	The measure or measures provide a detailed and specific description of how data will be collected to assess the stated outcome.	
Targets (optional)	N/A	N/A	The desired levels of achievement are clearly defined and measurable	
Findings	No findings are provided.	Findings are reported but are incomplete or unclear	Findings are complete and clearly reported	
Action Plan	Findings indicate an action plan is appropriate but no plan is provided.	The action plan is not directly related to the assessment or is unclear with respect to what actions will be taken or how those actions will improve or support the program's practices.	The action plan is directly related to the assessment and clearly indicates what actions will be taken and how those actions are intended to improve or support the program's practices.	
Impact	Findings were not analyzed.	Analysis of findings was incomplete, not related to the intended outcome, or not evaluated for relevance in decision-making	Findings were analyzed carefully, related to the intended outcome, and evaluated for relevance in decision-making.	

¹ NMSU Mission: New Mexico State University is the state's land-grant university, serving the educational needs of New Mexico's diverse population through comprehensive programs of education, research, extension education, and public service. (From Vision2020 Strategic Plan, <http://plan.nmsu.edu/strategicplan/>)

² See Analysis Question 2 "Discuss the impact of your assessment..." This information may also be communicated as part of an Action Plan. Impact should be described for each measured outcome.

³ See Analysis Question 1 "How did you engage..."

⁴ See Analysis Questions 3 – 6.