

Boston University Program Learning Outcomes Assessment
Rubric for Evaluating Assessment Plans

Program _____

Date _____

	Missing	Does Not Meet Standard	Meets Standard	Exceeds Standard	Recommendations
Mission		<input type="checkbox"/> Statement does not clearly describe the program's purpose	<input type="checkbox"/> Clearly states broad aspects of the program's function <input type="checkbox"/> Aligned with University Mission	<input type="checkbox"/> Includes purpose, primary functions, activities, and stakeholders <input type="checkbox"/> Differentiates from missions of other units or divisions <input type="checkbox"/> Expands on the university mission	
Outcomes		<input type="checkbox"/> Not aligned with mission or <input type="checkbox"/> Not measurable; <input type="checkbox"/> Outcomes are "bundled" or expressed in statements that include multiple outcomes	<input type="checkbox"/> Aligned with and specific to the program's mission <input type="checkbox"/> Clearly measurable and <input type="checkbox"/> Expressed in language that focuses on what students will be able to demonstrate	<input type="checkbox"/> Includes initiatives that resulted from previous assessments <input type="checkbox"/> Is responsive to new information or changing environment	
Methods/ Measures		<input type="checkbox"/> Do not match outcomes or <input type="checkbox"/> Does not describe data collection process	<input type="checkbox"/> Content to be assessed fits outcomes and <input type="checkbox"/> Data collection process is briefly described <input type="checkbox"/> Both direct and indirect measures are used	<input type="checkbox"/> Designed to promote improvement <input type="checkbox"/> Clearly articulated rationale described <input type="checkbox"/> Designed to identify areas for improvement <input type="checkbox"/> Plan presents multiple assessment methodologies	
Findings		<input type="checkbox"/> Not aligned with measures <input type="checkbox"/> Description/results missing	<input type="checkbox"/> Findings entered for each measure <input type="checkbox"/> Status of finding indicated and clearly described <input type="checkbox"/> Appropriate evidence is presented	<input type="checkbox"/> Multiple periods of data are available <input type="checkbox"/> Trends or patterns over time are discussed <input type="checkbox"/> Dissemination of results to appropriate stakeholders has been completed	
Actions (use of results)		<input type="checkbox"/> Not aligned with outcomes <input type="checkbox"/> Does not describe intended improvements	<input type="checkbox"/> Action plan is developed from findings and aligned with outcomes <input type="checkbox"/> Clearly describes intended improvements <input type="checkbox"/> Program shows use of assessment results for improvement	<input type="checkbox"/> Responsibilities for actions are assigned <input type="checkbox"/> Target implementation date for action is stated <input type="checkbox"/> Implemented and planned changes are described and linked to assessment data (if no changes are reported, an explanation is provided)	
Reporting		<input type="checkbox"/> Annual report is not complete or not up to date	<input type="checkbox"/> Report is complete (all questions answered) and up to date	<input type="checkbox"/> Plan is clearly presented in the annual report and describes a full assessment cycle for all outcomes. <input type="checkbox"/> Additional documentation describes methods, findings, and actions taken in more complete detail. <input type="checkbox"/> Report shows continuity with previously submitted reports	