

OFFICE OF INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

Assessment Scorecard Code Key for Administrative and Educational Support Units

AC = Acceptable; the element is acceptable for use in assessment of administrative and educational support units but is not up to a standard of Best Practices

BP = a plan or section of a plan that reflects best practices and is worthy of emulation by other units as established by SACS

IDF = incomplete data feedback loop; assessment methods/performance targets are overly vague so that their relevance to objectives is not readily apparent for unit improvement

ISE = incomplete source of evidence; evidence inappropriate to good practice or not fed back from measures to objectives; also sometime due to an overly generalized description of an assessment method and/or performance target rendering its appropriateness for feedback questionable

ME = missing element; element not in the assessment plan system/template

MOD = methods of assessment/performance target(s) disconnected from objectives; a method of assessment/performance target is described but does not readily connect with an objective listed, e.g., increase of student involvement is mentioned as an objective but a customer satisfaction survey items are described that do not make an overt connection to increasing student involvement.

NM = non-metric measures; assessment methods/performance indicators do not reflect a metric measure. For instance, a newsletter is documented as a method of assessment but information regarding frequency of its publication and/or the percent of people that are likely to be impacted by the newsletter.

NSO = non-specific objective; this means that one or more objectives are not specific enough. This is usually traced to overly general terms in an outcome, e.g., "improve services to faculty..."

U = one or more sections of the assessment plan need to be updated or revised.