

Rollins Assessment Committee (RAC) Rubric - Administrative/Support Unit

Name of committee member reviewing Assessment Matrix:

Review date: Assessment Matrix is for Academic Year:

Division: **Academic Affairs** **Finance** **Advancement** **Other** Unit:

Mission Statement: Does the unit mission support the college mission? **Yes** **No**
Does the unit mission include a clearly defined purpose appropriate to collegiate education as well as to its own specific administrative/support role? **Yes** **No**
Does the unit mission describe the unit and its characteristics and address components of the unit and its operations? **Yes** **No**

Measurable Objectives: Does the unit state at least 3 measurable objectives? **Yes** **No**
Is each stated objective measurable? **Yes** **No**
Do the measurable objectives relate to important elements within the unit? **Yes** **No**

Assessment Measures: Does the unit utilize multiple measures per objective? **Yes** **No**
Are the assessment measures appropriate and feasible for the objectives? **Yes** **No**

Use of Assessment Results: Evidence of "closing the loop" within the unit is clear to me **Yes** **No**

Overall Rating:

Helpful Comments: