



WSSU

2017-18 Audit Form for Administrative Unit Assessment Plan/Report Review

To be completed and filed annually with Institutional Assessment and Research

Unit Name: _____

Reviewers: _____

In order to ensure that all administrative units have appropriate mechanisms in place to assess their outcomes, reviewers are required to complete an annual audit of unit assessment plans and results that have been entered into the Nuventive Improve (TracDat) system.

Instructions: Please use this unit's Nuventive Improve assessment plan and four-column report when answering the questions below. Two reviewers should complete, review, discuss, and sign this audit form prior to submitting it to Institutional Assessment & Research. Submitted audit forms will be stored in the "Documents" section in Nuventive Improve.

| CRITERIA | STATUS (WRITE YES, NO, CANNOT TELL, ETC.) | COMMENTS (Please add explanatory notes and useful, actionable feedback for the unit.) |
|--|--|---|
| Review of Mission & Annual Updates | | |
| Has the unit entered a mission statement that aligns with and supports the university's mission, vision, and values ? | | |
| Has the unit entered an annual update for 2017-18 that describes the changes they have made in an effort to improve and align with the university's strategic goals? | | |



WSSU

2017-18 Audit Form for Administrative Unit Assessment Plan/Report Review

| CRITERIA | STATUS (WRITE YES, NO, CANNOT TELL, ETC.) | COMMENTS (Please add explanatory notes and useful, actionable feedback for the unit.) |
|---|---|---|
| Section A. Review of Outcome Statements | | |
| Are the outcomes written in a clear manner? | | |
| Does the plan include 3-5 active (i.e., "Currently being assessed") outcomes? <i>Outcomes should focus on efficiency, effectiveness, customer service, data quality (where applicable) and other strategic plan goals.</i> | | |
| Are the outcomes measurable as written? <i>Outcomes should be simply stated rather than "bundled," broad, or vague.</i> | | |
| Is at least one outcome aligned with the 2016-2021 strategic goals? <i>Beginning in 2016-2017, all units are expected to have outcomes mapped to strategic goals. Strategic goals can be linked to the assessment plan within Nuventive Improve. The mapping will show on the assessment plan.</i> | | |
| Section B. Review of Assessment Method | | |
| Does the plan specify how the outcomes will be measured (i.e., are assessment methods present)? | | |
| Are there sufficient numbers of direct types of assessment (preferably one per each outcome statement)? <i>Indirect methods such as surveys should be used in conjunction with more direct measures (performance tasks, report reviews, etc.)</i> | | |
| Have target levels of achievement and/or criteria been identified? | | |



2017-18 Audit Form for Administrative Unit Assessment Plan/Report Review

WSSU

| Is it clear when and how often data will be collected, reported, and analyzed? | | |
|---|---|---|
| CRITERIA | STATUS (WRITE YES, NO, CANNOT TELL, ETC.) | COMMENTS (Please add explanatory notes and useful, actionable feedback for the unit.) |
| Section C. Review of Results and Use of Results | | |
| Have any results been entered into the Nuventive Improve system for Fall 2017 and Spring 2018? | | |
| <p>Are the dates provided for the results in the assessment report accurate and consistent with the timelines dictated by the assessment plan?</p> <p><i>Units should report results for outcomes consistent with the outcome's start and end dates and in accordance with the "when and how often" portion of the assessment method.</i></p> | | |
| Is the language used to report the results consistent with the criterion/target presented for the assessment method? | | |
| Have relevant reports, data, and supporting evidence (i.e., Related Documents) been uploaded into the Nuventive Improve system? | | |
| Is there documented evidence of how the results have been used? (i.e., Is there at least one action and one follow-up documented?) | | |
| Do the assessment plan and report have any obvious omissions (i.e., data is missing or not reported and/or assessment method is not provided)? | | |



2017-18 Audit Form for Administrative Unit Assessment Plan/Report Review

WSSU

| CRITERIA | STATUS (WRITE YES, NO, CANNOT TELL, ETC.) | COMMENTS (Please add explanatory notes and useful, actionable feedback for the unit.) |
|--|---|---|
| Section C. Review of Results and Use of Results | | |
| Does this assessment report convincingly show that data are being used to make changes and improvements? | | |

Overall, how would you rate the quality of the assessment plan and report?

☐

Needs Substantial Revision

☐

Needs Minor Revision

☐

Sufficient As Is

Please list a minimum of two recommendations to improve the assessment plan/report for this area.

1.

2.



WSSU

2017-2018 Audit Form for Administrative Unit Assessment Plan/Report

By signing below, I certify that I have reviewed and discussed the assessment plan and report indicated above.

1st Reviewer Signature:

Date:

2nd Reviewer Signature:

Date:
