UNIVERSITY OF SOUTH CAROLINA
BEAUFORT

Institutional Effectiveness Council

IE-OA Plan/Report Review

Unit: _____   **Plan Review Date:** _____

Reporting Year: _____   **Report Review Date:** _____

Planning Stage

Purpose Statement

Adequate	Developing	Needs Attention
The unit's purpose is aligned with the USCB Mission. The purpose matches published version (in bulletin, on web, etc.). It is concise and addresses a broad description of the purpose of the program.	The unit's purpose statement is provided with little alignment to the USCB Mission. The purpose does not match published version (in bulletin, on web, etc.) or requires minimal changes in structure.	The unit's purpose is either not provided or does not align with the USCB mission.

Rating:

Notes:

Unit SP Objectives

Adequate	Developing	Needs Attention
Each objective is clearly linked to and strongly supports the University goal under which it is listed	More than half of the objectives support the University goals under which they are listed.	Less than half of the objectives relate to the University goals under which they are listed.

Rating:

Notes:

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Strategy/Tactics

Adequate	Developing	Needs Attention
The strategy/tactics plainly illustrate steps to achieve the objectives. There are sufficient strategies/tactics to provide an overall examination of the unit's activities.	The strategy/tactics may lead to achievement of the objectives but there is not a clear relationship between the two. The scope of the strategies/tactics provides only a partial examination of the unit's activities.	There are too few strategy/tactics to achieve the objectives or they are omitted. There are not sufficient strategies/tactics to provide a picture of the unit's activities.

Rating:

Notes:

Expected Results

Adequate	Developing	Needs Attention
A clearly defined level of performance is provided for all assessments. Language used allows a reader unfamiliar with assessment to understand the expectations for performance.	There is not enough description and clarity to allow a reader unfamiliar with assessment to understand the expectations for acceptable performance.	The level of acceptable performance is not given or is unclear.

Rating:

Notes:

Assessment Methods

Adequate	Developing	Needs Attention
Assessment tools and sources of data are identified. Assessment methods provide observable/ measureable evidence of achievement and are appropriate for the strategies/tactics.	Assessment method is not clear and/or sources of data are missing. Some assessment methods are stated but are not adequately precise or appropriate to provide evidence of achievement.	Very few or no assessment methods are given to provide evidence of achievement. Assessment methods are neither adequately precise nor appropriate.

Rating:

Notes:

Academic Programs Only

Student Learning Outcomes

Adequate	Developing	Needs Attention
Each SLO is **clearly linked** to specific program goals. There are sufficiently varied SLOs to provide an overall examination of the program and student learning. SLO's articulate specific, measurable expected competencies or outcomes to be demonstrated.	Relationship of SLO to program goal can be interpreted from context. Some SLOs need more specific language to indicate expectations in a measureable or observable way.	Relationship between SLO and program goals not clear. SLO's are too broad to be measureable or observable.

Rating:

Notes:

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Adequate	Developing	Needs Attention
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Rating:

Notes:

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Rating:

Notes:

Closeout Stage

Results obtained

Adequate	Developing	Needs Attention
Data and findings are clearly presented and explained for all assessment methods.	Some data and/or findings were given.	Results given were not tied to an assessment method.

Rating:

Notes:

Use of results for Improvement

Adequate	Developing	Needs Attention
Evidence is provided that data were used to inform reflection on the unit, which may include influence on unit activities, curricular design, assessment policies, or budget requests. Language clearly indicates where decisions were influenced by data, even if no change occurred.	Minimal evidence exists to indicate the data were used systematically to influence evaluation of the program.	It is unclear how results were used to improve the unit and/or student learning.

Rating:

Notes:

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Budgetary Implications

Adequate	Developing	Needs Attention
Dollar amounts were specified for future needs and tied to assessment activities or results obtained.	Needs were mentioned but no specific dollar amounts were given. Or needs were not tied to assessments on report.	Budget implications section was left blank. If there were none, this should have been noted.

Rating:

Notes:

Summary

Adequate	Developing	Needs Attention
A summary was included for the unit that was clear and highlighted findings for the unit over the past year.	The summary was too brief to cover findings over the past year or was not pertinent.	No summary was written. This section left blank.

Rating:

Notes:

Overall Observations and Comments:

<u>PLAN</u> Feedback Response

Plan author's response to feedback

I have considered the feedback for this **plan** for my unit or subunit and have made appropriate changes.

Signature: _____   Date: _____

<u>REPORT</u> Feedback Response

Report author's response to feedback:

I have considered the feedback for this **report** for my unit or subunit and have made appropriate changes.

Signature: _____   Date: _____