

COLLEGE AREA REVIEW
Administrative Review and Assessment
Sample of Assessment Matrix

EXAMPLE A:

Using at least three of the unit’s goals identified in Part 1 (See Administrative Review Reporting Form), collect data to examine how well the unit is accomplishing its goals and report the information in the table below. *(If the unit has already collected data to examine its goals within the last 12 months, provide the information in the table below.)*

| | Goal <i>List the goal here.</i> | Outcome <i>Related to your goal – what do you wish to assess? What are the intended results of your goal?</i> | Tool or Measure <i>What instrument(s) are you using to measure your success? (e.g., surveys, interviews, focus groups, completion times, counts)</i> | Benchmark <i>What is the identified/determined minimum result, target, criterion, or value that will represent success for achieving this outcome?</i> | Results or Findings <i>What did you find from using your assessment measurement? Did it meet your standards of performance or given benchmark?</i> | Next steps <i>What are your planned actions based on results? Using what you found, what will you do next? Craft recommendation(s) for next step and add to part six.</i> |
|----------------|--|---|--|--|--|---|
| Example | Explore option of opening additional Community Centers | Assess the effectiveness of current center services | <ul style="list-style-type: none"> • Survey • Data Usage • Focus Groups | Satisfactory Survey Response Rate % Usage Data % Focus Group Data | Assessment Findings met all the benchmarks | Determine implementation factors (budget/space, etc.) for opening a new center |
| 1. | | | | | | |
| 2. | | | | | | |

EXAMPLE B:

| <p align="center">CAR Assessment Worksheet</p> <p align="center"><i>Use assessment worksheet as a tool for group discussion, unit assessment, or committee goals.</i></p> | | | |
|--|--|--|---|
| <p align="center">Plan for the Assessment</p> | <p align="center">Identify the Assessment Tool or Activity</p> | <p align="center">Conduct the Assessment</p> | <p align="center">Use the Results for Improvements</p> |
| <p align="center">What is the goal or objective?</p> | <p align="center">How do you plan to meet the goal or objective?</p> | <p align="center">How will you know if you have met the goal?</p> | <p align="center">What are the results? Closing the Loop</p> |
| <p>What do we want to know? How are we doing as a unit in a specific area? How do the provided services rank using internal and external benchmarks?</p> | <p>What data do we need to collect to answer the questions? What mechanism will be used to determine the answer to the question? Determine the assessment tool or method used.</p> | <p>Conduct the assessment. Collect the data. Determine the numeric benchmark that indicates goal or outcome meets acceptable standard.</p> | <p>What were the assessment results? How did the results inform future decision-making? What is the evidence that the results generated improvements?</p> |
| <p>For example: Assess how well the sub-units are communicating?</p> | <p>Plan a forum and/or online survey of all staff members within the subunits to determine communication effectiveness.</p> | <p>Conduct the forum Conduct the survey If 80% of survey respondents indicate that communication is effective, the goal is met.</p> | <p>Identify what action(s) to take to improve communication in the subunit, based on the results of these assessment activities (forum and survey).</p> |
| <p>1.</p> | | | |
| <p>2.</p> | | | |

