

Form B: Administrative and Academic/Student Support

Name of Plan: _____

Cycle Reviewed: _____

(Note: A "0" should be assigned to any plan element which is blank or outdated)

Continuous Improvement Plan: Peer Review

ELEMENTS	3 = EXCELLENT	2 = ACCEPTABLE	1 = DEVELOPING
Unit Mission _____	<ul style="list-style-type: none"> <input type="radio"/> Clearly communicates the unit's overall purpose <input type="radio"/> Mission statement is distinguished from similar units <input type="radio"/> Clearly supports the TTUHSC mission 	<ul style="list-style-type: none"> <input type="radio"/> Communicates the unit's overall purpose, <u>but</u> <input type="radio"/> Mission statement is not distinguished from similar units <input type="radio"/> Does not clearly support the TTUHSC mission 	<ul style="list-style-type: none"> <input type="radio"/> Does not communicate the unit's overall purpose <input type="radio"/> Mission statement is not distinguished from similar units <input type="radio"/> Does not clearly support the TTUHSC mission
Progress on Planned Improvements _____	<ul style="list-style-type: none"> <input type="radio"/> Addresses all targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings <input type="radio"/> Clearly describes strategies that were implemented to improve on targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings <input type="radio"/> Additional information is provided about the unit's successes or improvements from previous year 	<ul style="list-style-type: none"> <input type="radio"/> Addresses some targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings <input type="radio"/> Describes strategies that were implemented to improve on targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings, <u>but</u> lacks clarity <input type="radio"/> Information may be missing about the unit's successes or improvements from previous year 	<ul style="list-style-type: none"> <input type="radio"/> Addresses few targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings <input type="radio"/> Does not describe strategies that were implemented to improve on targets from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> based on findings <input type="radio"/> Information may be missing about the unit's successes or improvements from previous year
TTUHSC Goal(s) _____	<ul style="list-style-type: none"> <input type="radio"/> Appropriate TTUHSC goal(s) and coordinating objective are used. <input type="radio"/> All TTUHSC goal(s) and coordinating objective align with the respective departmental outcomes/objectives. 	<ul style="list-style-type: none"> <input type="radio"/> Appropriate TTUHSC goal(s) and coordinating objective are used <input type="radio"/> Some TTUHSC goal(s) and coordinating objective align with respective departmental outcomes/objectives 	<ul style="list-style-type: none"> <input type="radio"/> Inappropriate TTUHSC goal(s) and coordinating objective are used <input type="radio"/> Few TTUHSC goal(s) and coordinating objective align with respective departmental outcomes/objectives
Customer Outcomes/ Process Objectives _____	<ul style="list-style-type: none"> <input type="radio"/> All objectives clearly communicate where efforts of the unit will be directed <input type="radio"/> All outcomes, if used, clearly communicate expected results for the intended customer <input type="radio"/> All outcomes/objectives reflect an appropriate scope <input type="radio"/> All outcomes/objectives are not bundled and are distinctive of each other <input type="radio"/> All outcomes/objectives avoid directionality and quantifiable targets 	<ul style="list-style-type: none"> <input type="radio"/> Some objectives do not clearly communicate where efforts of the unit will be directed <input type="radio"/> If used, some outcomes do not clearly communicate expected results for the intended customer <input type="radio"/> Some outcomes/objectives reflect appropriate scope <input type="radio"/> Some outcomes/objectives are bundled and/or are not distinctive of each other <input type="radio"/> Some outcomes/objectives use directionality and/or quantifiable targets 	<ul style="list-style-type: none"> <input type="radio"/> Most objectives do not communicate where efforts of the unit will be directed <input type="radio"/> If used, most outcomes do not clearly communicate expected results for the intended customer <input type="radio"/> Most outcomes/objectives are not appropriate in scope <input type="radio"/> Most outcomes/objectives have been bundled and are not distinctive of each other <input type="radio"/> Most outcomes/objectives use directionality and quantifiable targets
Measures _____	<ul style="list-style-type: none"> <input type="radio"/> All measures are aligned appropriately with outcomes/objectives <input type="radio"/> There is at least one measure per outcome/objective <input type="radio"/> A concise and well-written description of each measure is provided <input type="radio"/> A balanced variety of measures are used 	<ul style="list-style-type: none"> <input type="radio"/> Some measures are not aligned appropriately with outcomes/objectives <input type="radio"/> There is at least one measure per outcome/objective <input type="radio"/> Descriptions of measures are provided <u>but</u>, may be limited, confusing, or excessive <input type="radio"/> A limited variety of measures are used 	<ul style="list-style-type: none"> <input type="radio"/> Most measures are not aligned appropriately with outcomes/objectives <input type="radio"/> Some outcomes/objectives are missing measures <input type="radio"/> Few, if any, descriptions of measures are provided <input type="radio"/> A limited variety of measures are used

ELEMENTS		3 = EXCELLENT	2 = ACCEPTABLE	1 = DEVELOPING
Targets _____	<ul style="list-style-type: none"> <input type="radio"/> All targets describe specific criteria for success and appear to be appropriately challenging and attainable in the given timeframe <input type="radio"/> Each measure has a related target <input type="radio"/> Based on findings, targets are marked appropriately as <i>Exceeded, Met, Partially Met, Not Met, or Not Reported This Period</i> 	<ul style="list-style-type: none"> <input type="radio"/> All targets describe criteria for success, <u>but</u> some appear to be minimally challenging or unattainable in the given timeframe <input type="radio"/> Some measures do not have a related target <input type="radio"/> Based on findings, some targets are marked appropriately as <i>Exceeded, Met, Partially Met, Not Met, or Not Reported This Period</i> 	<ul style="list-style-type: none"> <input type="radio"/> Many targets use vague or unclear criteria for success <input type="radio"/> Most measures do not have a related target <input type="radio"/> Based on findings, most targets are not marked appropriately as <i>Exceeded, Met, Partially Met, Not Met, or Not Reported This Period</i> 	
Findings _____	<ul style="list-style-type: none"> <input type="radio"/> All findings describe outcomes/objectives in terms of the stated achievement targets and provide specific information about the results <input type="radio"/> Findings reflect only objective comments with no subjectivity 	<ul style="list-style-type: none"> <input type="radio"/> Most findings describe outcomes/objectives in terms of the stated achievement targets and provide specific information about the results <input type="radio"/> Findings reflect mostly objective comments, <u>but</u> may contain some subjective comments 	<ul style="list-style-type: none"> <input type="radio"/> Few findings describe outcomes/objectives in terms of the stated achievement targets <input type="radio"/> Findings reflect mostly subjective comments rather than objective comments 	
Action Plan _____	<ul style="list-style-type: none"> <input type="radio"/> Provides a detailed description of the planned actions for each target marked as <i>Partially Met</i> or <i>Not Met</i> <input type="radio"/> If all targets were <i>Met</i> or <i>Exceeded</i> and the department did not have any other relevant improvements to include, please give them a score of 3 for this element. 	<ul style="list-style-type: none"> <input type="radio"/> Provides a description of the unit's planned actions for each target marked as <i>Partially Met</i> or <i>Not Met</i>, <u>but</u> some details are missing 	<ul style="list-style-type: none"> <input type="radio"/> Provides a vague description of the planned actions for each target marked as <i>Partially Met</i> or <i>Not Met</i> 	
Attachments _____	<ul style="list-style-type: none"> <input type="radio"/> Relevant supporting documents are attached in the continuous improvement plan <input type="radio"/> All supporting documents are saved with distinct and descriptive names 	<ul style="list-style-type: none"> <input type="radio"/> Some supporting documents have been provided in the continuous improvement plan, <u>but</u> some appear irrelevant. <input type="radio"/> Some supporting documents are saved with distinct and descriptive names 	<ul style="list-style-type: none"> <input type="radio"/> Few supporting documents have been provided in the continuous improvement plan or they mostly appear irrelevant <input type="radio"/> Few to no supporting documents are not saved with distinct and descriptive names 	
COMMENTS				
REVIEWER USE ONLY				
Total Points: _____ _____ Excellent (23-27 pts) _____ Acceptable (14-22 points) _____ Developing (9-13 points) _____ Not Acceptable (0-8 pts)				