

Form B: Administrative and Academic/Student Support

Name of Plan: _____

Cycle Reviewed: _____

(Note: A "0" should be assigned to any plan element which is missing.)

Continuous Improvement Plan Review

ELEMENTS	3 = EXCELLENT	2 = ACCEPTABLE	1 = DEVELOPING
Unit Mission _____	<ul style="list-style-type: none"> Clearly communicates the unit's overall purpose Mission statement is distinguished from similar units Clearly supports the TTUHSC mission 	<ul style="list-style-type: none"> Communicates the unit's overall purpose but may lack clarity Mission statement is not distinguished from similar units OR Does not clearly support the TTUHSC mission 	<ul style="list-style-type: none"> Does not communicate the unit's overall purpose and/or uses vague language Mission statement is not distinguished from similar units Does not clearly support the TTUHSC mission
Progress on Planned Improvements _____	<ul style="list-style-type: none"> Addresses <u>all</u> findings from the previous year for targets marked as <i>Partially Met</i> or <i>Not Met</i> Clearly describes strategies that were implemented to improve findings from the previous year for targets marked as <i>Partially Met</i> or <i>Not Met</i> Additional information is provided about the unit's successes or improvements from the previous year 	<ul style="list-style-type: none"> Addresses <u>most</u> findings from the previous year for targets marked as <i>Partially Met</i> or <i>Not Met</i> Describes strategies that were implemented to improve findings from the previous year for targets marked as <i>Partially Met</i> or <i>Not Met</i> based, but may lack clarity Additional information may be missing about the program's successes or improvements from the previous year 	<ul style="list-style-type: none"> Addresses <u>few</u> findings from the previous year that were marked as <i>Partially Met</i> or <i>Not Met</i> Does not describe strategies that were implemented to improve findings from the previous year for targets marked as <i>Partially Met</i> or <i>Not Met</i> Additional information may be missing about the program's successes or improvements from the previous year
TTUHSC Goals & Supported Initiatives _____	<ul style="list-style-type: none"> Appropriate TTUHSC Goals are used TTUHSC Goals align with respective outcomes/objectives Supported initiatives are appropriately aligned with TTUHSC Goals 	<ul style="list-style-type: none"> Appropriate TTUHSC Goals are used Some TTUHSC Goals are not aligned with respective outcomes/objectives OR Some supported initiatives are not appropriately aligned with TTUHSC Goals 	<ul style="list-style-type: none"> Unrelated TTUHSC Goals are used OR Most TTUHSC Goals do not align with respective outcomes/objectives Most supported initiatives are not appropriately aligned with TTUHSC Goals
Customer Outcomes/ Process Objectives _____	<ul style="list-style-type: none"> Objectives clearly communicate where efforts of the unit will be directed Outcomes, when used, clearly communicate expected results for the intended customer Outcomes/objectives reflect an appropriate scope All outcomes/objectives use concrete, action verbs that are measurable Plan has approximately 3-5 outcomes/objectives 	<ul style="list-style-type: none"> Some objectives do not clearly communicate where efforts of the unit will be directed When used, some outcomes do not clearly communicate expected results for the intended customer Some outcomes/objectives reflect appropriate scope Some outcomes/objectives do not use concrete, action verbs that are measurable Plan has approximately 3-5 outcomes/objectives 	<ul style="list-style-type: none"> Most objectives do not communicate where efforts of the unit will be directed When used, most outcomes are not clearly specified Most outcomes/objectives are not appropriate in scope Plan has less than three (3) outcomes/objectives, or more than ten (10) without a justifiable reason
Measures _____	<ul style="list-style-type: none"> Measures are aligned appropriately with outcomes/objectives (at least one measure per outcomes/objective) A concise and well-written description of each measure is provided A variety of measures are used 	<ul style="list-style-type: none"> Some measures are not aligned appropriately with outcomes/objectives (at least one measure per outcomes/objective) Descriptions of measures are provided but may be limited, confusing, or excessive A limited amount of measures are used 	<ul style="list-style-type: none"> Most measures are not aligned appropriately with outcomes/objectives (at least one measure per outcomes/objective) Few, if any, descriptions of measures are provided A limited amount of measures are used

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Targets _____	<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>Met</i> , <i>Partially Met</i> , <i>Not Met</i> , or <i>Not Reported This Period</i>	<input type="radio"/> All targets describe criteria for success. <u>Some</u> appear to be minimally challenging or unattainable 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>Met</i> , <i>Partially Met</i> , <i>Not Met</i> , or <i>Not Reported This Period</i>	<input type="radio"/> Most targets use vague or unclear criteria for success <input type="radio"/> Targets are not provided for some measures <input type="radio"/> Based on findings, targets are not marked appropriately as <i>Met</i> , <i>Partially Met</i> , <i>Not Met</i> , or <i>Not Reported This Period</i>	
Findings _____	<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 include objective comments	<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 are largely objective but may contain some subjective comments	<input type="radio"/> Few findings describe outcomes/objectives in terms of the stated achievement targets <input type="radio"/> Findings include mostly subjective comments	
Action Plan _____	<input type="radio"/> Provides a detailed description of the unit's planned actions for each target marked as <i>Partially Met</i> or <i>Not Met</i> <input type="radio"/> Additional information is provided about what the unit will do to make general improvements over the next year	<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> , but <u>some</u> details appear missing <input type="radio"/> Additional information is provided about what the unit will do to make general improvements over the next year	<input type="radio"/> Provides a vague description of the unit's planned actions for each target marked as <i>Partially Met</i> or <i>Not Met</i> <input type="radio"/> No additional information is provided about what the unit will do to make general improvements over the next year	
Attachments _____	<input type="radio"/> Appropriate supporting documents are provided in the continuous improvement plan <input type="radio"/> Files are saved with distinctive and descriptive names	<input type="radio"/> Some supporting documents have been provided in the continuous improvement plan <input type="radio"/> Some files are saved with distinctive and descriptive names	<input type="radio"/> Few to no supporting documents have been provided in the continuous improvement plan <input type="radio"/> Most files are not saved with distinctive and descriptive names	
COMMENTS				
REVIEWER USE ONLY Total Points: _____ _____ Excellent (23-27 pts) _____ Acceptable (14-22 pts) _____ Developing (9-13 pts) _____ Not Acceptable (0-8 pts)				