Administrative Effectiveness Checklist

AUBURN
MONTGOMERY

OFFICE OF
INSTITUTIONAL
EFFECTIVENESS

Operational Outcome Statement	
☑ Specific – describes the process exactly	⊗ Vague – does not describe the process
☑ Measurable	⊗ Not measurable
☑ Attainable	⊗ Difficult to attain
☑ Results-oriented –information for decision-making	⊗ Does not provide information for decision-making
☑ Time-bound	⊗ Not time-bound
☑ Improvable	⊗ Not Improvable
☑ Identifies assessment tools	⊗ Assessment tools not identified
☑ Describes/explains technical language	⊗ Does not describe/explain technical language

Strategic Goal *(select any strategic goals this outcome supports)*
Enhance academic quality and program development reinforced by scholarship
Grow faculty research and scholarly activities and increase support of intellectual property management and research commercialization
Increase student recruitment and retention
Create a culture of collaboration
Foster an inclusive atmosphere that is supportive of students, faculty, and staff
Strengthen and promote the University's distinctive identity
Enhance relationships with alumni
Increase funds from alternative revenue streams through sponsored programs, private giving, and outreach to ensure long-term viability of the University

Methods of Assessment: What is being measured? *(select at least one direct method)*	
Operational Direct Methods	**Operational Indirect Methods**
Program development	Survey results
Student work product	Focus group feedback
Promotional/marketing materials	Other indirect assessment measure (please describe)
Attendance at event	
Changed activity level (such as fewer complaints, etc.)	
Increased physical resources	
Increased human resources	
Increased space resources	
Other direct assessment measure (please describe)	

Baseline Data- Why? *(justification for this outcome)*	
☑ Is directly related to the goal	⊗ Is not related to the goal
☑ Shows the need to make an improvement in this area	⊗ Does not show the need to make an improvement
☑ Be data (numbers) based	⊗ Not data (numbers) based

Success Threshold *(demonstration of an acceptable outcome)*	
☑ Describes a threshold for satisfactory results	⊗ Does not set a threshold for satisfactory results
☑ Be reasonable but challenging	⊗ Not reasonable and/or challenging
☑ Be data (numbers) based	⊗ Not data (numbers) based

Describe and Interpret Results *(provide a description of how well the criteria or threshold was met)*	
☑ Related to criteria	⊗ Not related to criteria
☑ Indicates how well expectations were met	⊗ Does not indicate how well expectations were met
☑ Describes what was learned that will be useful for decision-making	⊗ Does not describe what was learned that will be useful for decision-making
☑ Clear/succinct	⊗ Not clear

Use of Results *(What changes were made based on the results?)*	
☑ Describes changes that have been made based on results, such as changes in processes or expectations	⊗ No changes or no justification for why no change is needed
☑ Addresses any gaps in expectations and actual performance	⊗ Does not address gaps in expectations and actual performance
☑ Demonstrates a commitment to continuous improvement	⊗ Does not demonstrate a commitment to continuous improvement
☑ Details changes that have been made (past tense)	⊗ Details changes that have not been made (future tense)