

AES Unit Review Rubric with CAS

Department Under Review	Review Committee:
Timeframe for Review	
Start Date of Evaluation	

AES Unit Evaluation

Criterion Measures:

DNA	IE	0	1	2
Does Not Apply	Insufficient Evidence	Does Not Meet	Partly Meets	Meets

Executive Summary	
1.1 History and Accomplishments <ul style="list-style-type: none"> History is sufficient to understand unit organization 	

Mission and Goals	
2.1 Mission <ul style="list-style-type: none"> Mission is clear and concise Mission is distinctive to the unit and relationship to college mission is apparent 	
2.2 Goals <ul style="list-style-type: none"> Goals are clearly written Goals cover all major services offered by the unit Goals are appropriately linked to the Strategic Plan 	

Programs and Services – CAS Standards Self Assessment	
3.1 Program and Services <ul style="list-style-type: none"> Unit provides appropriate ratings with justification for each section. 	
3.2 Student Learning, Development, and Success <ul style="list-style-type: none"> Unit provides appropriate ratings with justification for each section. 	

Communication and Collaboration	
4.1 Collaboration <ul style="list-style-type: none"> • Reflects the function and services from Section III • Reflects on key dependencies or critical partners • Reflects on limits on effectiveness, if any. 	
4.2 Communication <ul style="list-style-type: none"> • A plan or procedures are in place to communicate with stakeholders 	

Organization and Leadership	
5.1 Planning, Policy, and Procedure <ul style="list-style-type: none"> • The unit has a process in place for completing the PBC document, including determining objectives and new money requests • The review reflects on policies and procedures for unit services • Policies and procedures are available to all relevant stakeholders 	

Financial Resources	
6.1 Budget Analysis <ul style="list-style-type: none"> • Analysis reflects on any under-spent or under-funded lines • Analysis explains key trends in budgeting 	
6.2 Benchmarks <ul style="list-style-type: none"> • The unit utilizes evidence based approaches to show funds are contributing to unit goals • The unit provides evidence it stays abreast of developments and trends at peer or benchmark institutions 	

Planning, Budgeting, and Assessment	
7.1 Planning <ul style="list-style-type: none"> • All Unit Goals are addressed • Key accomplishments cover all major services offered by the unit • Key accomplishments can be supported by evidence 	
7.3 PBC Budgeting Updates <ul style="list-style-type: none"> • Funded new money requests are updated 	
7.2 Planning Objectives <ul style="list-style-type: none"> • Short-term and long-term objectives are articulated for each unit goal 	
7.4 Budgeting <ul style="list-style-type: none"> • Resources needs for the unit are articulated • Any resource needs are supported by evidence and data • Expected outcomes are provided for any resource needs 	

Future Plans	
<p>6.1 Potential Changes and Trends</p> <ul style="list-style-type: none"> • Unit articulates how the unit may evolve in the next five years • Explanation of any changes is provided • The unit reflects on external factors that may impact the unit and provides a plan to respond. 	
<p>6.2 Changes in Purpose</p> <ul style="list-style-type: none"> • A brief explanation of how the purpose has changed in the past five years • A brief explanation of expected changes in purpose in the next five years 	

General Comments
<p><i>Suggested comments: unit strengths, areas for improvement, policies and procedures to be articulated, future plans.</i></p>