

# Administrative Effectiveness Checklist



OFFICE OF  
INSTITUTIONAL  
EFFECTIVENESS

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

<b>Strategic Goal (select any strategic goals this outcome supports)</b>
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

<b>Methods of Assessment: What is being measured? (select at least one direct method)</b>	
<b>Operational Direct Methods</b>	<b>Operational Indirect Methods</b>
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)	

<b>Baseline Data- Why? (justification for this outcome)</b>	
<input checked="" type="checkbox"/> Is directly related to the goal	<input type="checkbox"/> Is not related to the goal
<input checked="" type="checkbox"/> Shows the need to make an improvement in this area	<input type="checkbox"/> Does not show the need to make an improvement
<input checked="" type="checkbox"/> Be data (numbers) based	<input type="checkbox"/> Not data (numbers) based

<b>Success Threshold (demonstration of an acceptable outcome)</b>	
<input checked="" type="checkbox"/> Describes a threshold for satisfactory results	<input type="checkbox"/> Does not set a threshold for satisfactory results
<input checked="" type="checkbox"/> Be reasonable but challenging	<input type="checkbox"/> Not reasonable and/or challenging
<input checked="" type="checkbox"/> Be data (numbers) based	<input type="checkbox"/> Not data (numbers) based

<b>Describe and Interpret Results (provide a description of how well the criteria or threshold was met)</b>	
<input checked="" type="checkbox"/> Related to criteria	<input type="checkbox"/> Not related to criteria
<input checked="" type="checkbox"/> Indicates how well expectations were met	<input type="checkbox"/> Does not indicate how well expectations were met
<input checked="" type="checkbox"/> Describes what was learned that will be useful for decision-making	<input type="checkbox"/> Does not describe what was learned that will be useful for decision-making
<input checked="" type="checkbox"/> Clear/succinct	<input type="checkbox"/> Not clear

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