



## META-ASSESSMENT INSTRUCTIONS

### Purpose of Meta-Assessment

The purpose of meta-assessment is to evaluate the quality of an assessment plan, not the quality of the program or unit. The focus of the review is on how well the assessment plan is designed, documented, aligned, and capable of supporting continuous improvement. When conducting a meta-assessment, do not evaluate whether a program or unit was successful or whether its performance targets were met. Instead, evaluate the quality of the assessment process described in the assessment plan.

### Before You Score

#### 1. Become familiar with the rubric.

Review the entire rubric before evaluating the assessment plan. Each page of the rubric evaluates one assessment plan component. The assessment plan components are:

- Goals
- Objectives
- Indicators/Key Performance Indicators (KPIs)
- Criteria/Targets
- Findings/Results
- Actions
- PCI Update
- New PCI

Each assessment plan component receives **one holistic rating**. This means reviewers evaluate all items within that component together rather than rating each individual goal, objective, indicator, criterion, finding, or action separately.

#### 2. Understand the Structure of Each Rubric Component.

Each assessment plan component contains three parts.

The **left-most column** describes the characteristics of a high-quality assessment plan component. These characteristics define what reviewers should look for during the evaluation.

The **performance-level columns** (Developing, Minimally Compliant, Good, and Exemplary) help reviewers determine which rating best matches the overall quality of the assessment plan component after comparing it to the characteristics in the left-most column.

The **Reviewer Feedback** section provides an opportunity to explain the assigned rating, recognize strengths, and offer recommendations for improvement.

### 3. Read the Assessment Plan

Read the entire assessment plan once before assigning any ratings. During this first review, focus on understanding the assessment plan rather than evaluating it. During a second review, examine the logical relationships between assessment plan items. Within each assessment plan sequence, verify that the following items are appropriately connected:

Goal → Objective(s) → Indicator(s)/KPI(s) → Criterion/Target(s) → Findings/Results → Action(s)

Strong assessment plans demonstrate clear alignment throughout this sequence.

### The Review Process

Use the following Six-Step process to evaluate each **assessment plan component**.

Repeat this process for Goals, Objectives, Indicators/KPIs, Criteria/Targets, Findings/Results, and Actions, PCI Update, and New PCI. After all components have been evaluated, proceed to Step 7 to assign the Overall Rating and complete the Overall Reviewer Feedback.

NOTE: Reviewers should begin with the assumption that a component is Minimally Compliant, meaning that it meets the minimum institutional expectations described in the rubric. Then, determine whether the evidence justifies moving the rating upward to Good or Exemplary, or downward to Developing. When in doubt, select the lower rating and explain what additional evidence or quality improvements would have justified the higher rating. Reserve Good and Exemplary for components that consistently demonstrate the characteristics described in the left-most column of the rubric.

#### Step 1. Read All Assessment Plan Items Within the Component

Read every assessment plan item within the component before assigning a rating. For example:

- Read every Goal before rating Goals.
- Read every Objective before rating Objectives.
- Read every Indicator/KPI before rating Indicators/KPIs.
- Read every Criterion/Target before rating Criterion/Targets.
- Read every set of Findings/Results before rating Findings/Results.
- Read every Action before rating Actions.

#### Step 2. Review the High-Quality Characteristics

Read every bullet point in the **left-most column** of the rubric. These bullet points define the characteristics of a high-quality assessment plan component. For each bullet point, ask yourself:

- Is this characteristic present?
- Is it clearly demonstrated?
- Is it described with sufficient detail?
- Is it consistently demonstrated throughout the component?

**The bullet points in the left-most column should serve as your primary evaluation criteria.**

### **Step 3. Verify Alignment**

Next, determine whether the assessment plan items are logically connected. Consider whether:

- Goals align with the mission or purpose of the unit.
- Objectives support the goals.
- Indicators/KPIs measure the objectives.
- Criteria/Targets define success for the indicators/KPIs.
- Findings/Results report performance on the criteria/targets.
- Actions logically follow from the findings/results.
- The PCI Update reports progress on the previous PCI.
- The New PCI summarizes actions from the current assessment plan.

Weak alignment should influence the rating assigned to the component.

### **Step 4. Evaluate the Component Holistically**

After reviewing the characteristics and alignment, evaluate the component as a whole. Remember that the rubric uses holistic ratings. Assess the component's overall quality using the characteristics in the left-most column.

### **Step 5. Apply the Performance Levels Consistently**

#### **Developing**

Use this rating when the component is missing, incomplete, unclear, poorly aligned, or requires substantial revision.

#### **Minimally Compliant**

Use this rating when the component meets minimum institutional expectations but contains noticeable weaknesses, missing detail, or inconsistencies. A component that is complete but lacks sufficient quality or detail often belongs in this category.

#### **Good**

Use this rating when the component consistently demonstrates the characteristics described in the left-most column. Information is clear, complete, appropriately detailed, and well aligned. Only minor improvements should be needed.

#### **Exemplary**

Reserve this rating for components that consistently exceed institutional expectations. Exemplary components thoroughly and consistently demonstrate all of the characteristics described in the left-most column and could serve as models of assessment practice for other programs or units.

## Rating Reminders

When selecting a rating:

- Do **not** assign Good or Exemplary simply because all required assessment plan items are present.
- Completing all required fields does **not** necessarily indicate quality.
- Base your rating on the **quality of the evidence**, not the quantity of information provided.
- When deciding between two ratings, select the rating that is most fully supported by the assessment plan.

## Step 6. Select the Rating and Complete Reviewer Feedback for the Component

Compare your observations to the four performance levels in the rubric. Determine which rating best represents the component's overall quality. The performance-level descriptions help distinguish the degree to which the assessment plan demonstrates the characteristics identified in the left-most column. Select the rating that best fits the component as a whole.

Remember: A component earns a Good or Exemplary rating because it consistently demonstrates the characteristics described in the left-most column—not because all required fields have been completed.

## Step 7. Assign the Overall Rating

After evaluating all assessment plan components, assign one Overall Rating that reflects the overall quality and coherence of the assessment plan. The Overall Rating should represent your professional judgment of the assessment plan as a whole. Do not calculate the Overall Rating by averaging the ratings assigned to the individual assessment plan components.

When assigning the Overall Rating, consider whether:

- The assessment plan demonstrates a logical and connected assessment process.
- Assessment plan components are generally clear, complete, and well aligned.
- The individual component ratings support the Overall Rating.

The Overall Rating should be consistent with the overall pattern of strengths and weaknesses identified throughout the assessment plan and should not be disproportionately influenced by the quality of any single component. After assigning the Overall Rating, complete the Overall Reviewer Feedback section by summarizing the assessment plan's major strengths and identifying the most important opportunities for improvement.