**State University of New York at Oswego**

**Division of Academic Affairs**

**Reporting Guidelines for Annual Submission of Assessment Reports**

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| Due Date | Activity/Action |
| June 21 | Dept./division examine results of assessment completed in their area during the previous academic cycle. Report, as compiled by the dept./director is submitted regarding assessment activities completed, actions taken in response to assessment results, and assessment plan for upcoming academic year to the appropriate Associate Dean and/or Administrative Assistant. Each dept./division will submit its report by June 21st using the standard template (attached). |
| July 31 | Deans review the results of assessment activities from the dept./division assessment reports and activities proposed for next academic year. Each assessment report will receive a response regarding student outcome assessment and program review by the appropriate dean/associate dean by July 31st. The Assessment Coordinator will provide support to deans to ensure that all assessment activities meet institutional expectations. |
| August 3 | Final assessment reports, responses by deans, and amended assessment plans will be submitted to the Office of Institutional Research and Assessment by August 3rd by the deans. The Office of Institutional Research will serve as the depository for all assessment reports and will ensure the college is prepared to provide information as needed to the campus community, external reviewers, and accrediting agencies, and that all assessment activities meet institutional expectations. |
| September | Dept./divisions implement assessment activities for academic year. The Assessment Coordinator supports departments in this process by sharing outstanding assessment activities and by maintaining a repository of good assessment practices and resources. |
| October 1st | The Assessment Coordinator compiles by October 1st each year, a comprehensive report that outlines department/division achievements for the assessment cycle just completed. The report includes a status report regarding implementation of improvements/resource allocation as a result of the previous year’s student learning assessment results.  |

\* “Department/programs,” as nomenclature to identify the academic unit, should also be interpreted to include those interdisciplinary programs, which are shared by two or more academic units and that have a coordinator.

Rev. 1/31/17

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018-2019 Small Major Graduate Assessment Report and Plan**

**(Graduate Programs that graduate fewer than 4 students per year)**

Each program must submit an annual assessment report each year. The report should include a description of the instrument used (for example, test, term paper, oral examination, presentation, etc.) and data collected for each Learning Outcome. However the analysis of the data and subsequent changes (for example, changes to instruction, curriculum, or assessment practices, etc.) should be reported on the basis of data collected over three years (please see Appendix A for further clarification).

1. **Student learning outcomes/g****oals: [List ALL major learning outcomes/goals]**

**1.**

**2.**

**3.**

1. **Assessment activities completed in the recent academic year 2018-2019**
	1. **Report student learning outcomes/goals assessed in academic year 2018-2019. Provide sufficient details and explicit data *{Required to be submitted annually}:***

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| --- | --- | --- |
| **Measure** | **Goal** | **Results and Interpretations** |
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* 1. **Report ALL changes (e.g. course revision and delivery, faculty professional development, curriculum change, etc.) that were implemented based on the previous assessment data gathered and the impact of these changes on previous results:**

**1.**

**2.**

**3.**

* 1. **Report ALL future changes based on assessment data gathered:**

**1.**

**2.**

**3.**

* 1. **Required resources to implement the changes listed in part c:**

**1.**

**2.**

**3.**

* 1. **Recommended changes to the assessment methodology and process for the upcoming 2019-2020 academic year:**

**1.**

**2.**

**3.**

1. **Assessment activities planned for upcoming academic year 2019-2020 *{Required to be submitted annually}:***

|  |  |
| --- | --- |
| **Measure** | **Goal** |
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|  |  |
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**Report submitted by:**

**Assessment Committee Members (if prepared by multiple people):**

**Assessment in Small Majors (Graduate Studies, 2016)**

**A Change in Practices (2015)**

This year we **are introducing a new strategy to aid programs that graduate fewer than 4 students per year**. The system will be explained below.

Each program must submit an annual assessment report each year. The report should include a description of the instrument used (for example, test, term paper, oral examination, presentation, etc.) and data collected for each Learning Outcome. However the analysis of the data and subsequent changes (for example, changes to instruction, curriculum, or assessment practices, etc.) should be reported on the basis of data collected over three years.

This new system will ensure that the analysis of the data, and subsequent changes in instruction, curriculum and assessment practices are made on the basis of a reasonable body of data.

**A Proposed Schedule**

Assume that a program has **THREE student learning outcomes**, LO1, LO2, and LO3.

The schedule for data collection and assessment will be as follows:

 2014-2015 Collect data for all learning outcomes, LO1, LO2, and LO3.

 2015-2016 Collect data for all learning outcomes.

 2016-2017 Collect data for all learning outcomes.

**Provide an analysis of data for one learning outcome**, LO1.

 The analysis will include data from 2014-2017.

 2017-2018 Collect data for all learning outcomes.

**Provide an analysis of data for the second learning outcome**, LO2.

 The analysis will include data from 2014-2018.

 2018-2019 Collect data for all learning outcomes.

**Provide an analysis of data for the third learning outcome**, LO3.

 The analysis will include data from 2014-2019.

 2019-2020 Collect data for all learning outcomes.

**Begin the cycle of assessment again**.

 Provide an analysis of data for the first learning outcome, LO1.

 The analysis will include data from 2017-2020.