

## Student Affairs and Enrollment Management Assessment Process 2015-16

Month	Description	TO WHOM	BY WHEN
<b>JULY 2015</b>	<b>Part I – Mission, Vision, Goals, Outcomes and Objectives</b> Confirm Mission and Vision; Develop Goals, <b>OUTCOMES</b> , and Objectives for 2015-16 through the lens of <b>TOMORROW</b> , paying attention to your department <b>IMPACT</b> on students.	Barbara St. Michel – Assessment Management for Assessment Steering	July 1, 2015
	Assessment Steering will meet in July and provide feedback on Part I to Directors by July 22		
<b>AUGUST 2015</b>	<b>Part II – Department Assessment Plan</b> Include all assessments planned for 2015-16. <b>Assessment Project Requests requiring Institutional Research approval must be included with Part II.</b> A list of other planned assessment projects must also be included with Part II but that list may be revised by the Director as needed during the year. See Project Request form to determine what requires Institutional Research approval.	Barbara St. Michel – Assessment Management for Assessment Steering	August 3, 2015
	Assessment Steering will meet in August and provide feedback on Part II by August 21		
<b>ONGOING 2015-16</b>	<b>Part III – Assessment Project Reports</b> A final report on all completed assessment projects must be written and submitted and should include findings and recommendations for action to be taken.	Barbara St. Michel – Assessment Management for Assessment Steering	Submit within 30 days of assessment project completion
	Institutional Research requires reports on assessment projects distributed through their office. The Division will maintain a collection of completed assessments for use by all departments and for institutional and Middle States reporting.		
<b>May 2016</b>	<b>Part IV – Departmental Assessment Summary</b> – summarizes all departmental assessment projects, including results and recommendations for improvement.	Barbara St. Michel – Assessment Management for Assessment Steering	May 1, 2016
	Directors may use the summary to develop their annual report, to identify Points of Pride for the annual report and identify continuous improvement initiatives for the Briefing Booklet, and develop goals, outcomes and objectives for 2016-17.		
<b>May 2016</b>	<b>Annual Report “Points of Pride”</b>	Jerald Woolfolk, Vice President	May 23, 2016
<b>June 2016</b>	<b>Submissions for Briefing Book Examples of assessments and improvements made as a result – our “commitment to continuous improvement”</b>	Kathleen Evans for Assessment Steering	June 1, 2016

The link to Parts I-II-III-IV is on our Divisional Assessment website at:  
[http://www.oswego.edu/administration/student\\_affairs/assessment/Process.html](http://www.oswego.edu/administration/student_affairs/assessment/Process.html)