

State University of New York at Oswego

Division of Academic Affairs

Reporting Guidelines for Annual Submission of Assessment Reports

Due Date	Activity/Action
June 19	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 dean. (Graduate program reports should be submitted to the Graduate Dean.) Each dept./division will submit its report by June 19 th using the standard template (attached).
July 30	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 30 th . 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 3 rd 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 1	The Assessment Coordinator compiles by October 1 st 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.

Major Assessment Report and Plan

I. Student learning outcomes/goals: [List ALL major learning outcomes/goals]

- 1.
- 2.
- 3.

II. Assessment activities completed in the recent academic year 2014-2015

a. Report student learning outcomes/goals assessed in academic year 2014-2015:

Measure	Goal	Results and Interpretations

b. Report ALL changes implemented or proposed based on assessment data gathered:

- 1.
- 2.
- 3.

c. Required resources to implement the above changes:

- 1.
- 2.
- 3.

d. Recommended changes to the assessment process:

- 1.
- 2.
- 3.

III. Assessment activities planned for upcoming academic year 2015-2016:

Measure	Goal

