

Divisional Assessment Process 2015-16

Part II Departmental Assessment Plan

(Submit one assessment plan for each outcome that you will assess during 2015-16)

Due: August 3, 2015, to barbara.stmichel@oswego.edu

Department/Unit: {type text}

Submitted by: {type text}

Goal I: {type text}

Assessment Plan for Outcome I.1:

{type text}

Alignment with Tomorrow *To what institutional impact from Tomorrow does this outcome relate?*
{type text}

Method for Assessing Outcome *What type of assessment, instrument or data source will be used to measure results (tracking, outcomes assessment, satisfaction survey, etc.)*
{type text}

Will Institutional Research approval be required? *See Note 2 on next page for criteria.*

Timeline *What are the beginning and end dates and other significant milestones?*
{type text}

Person(s) Accountable *Who will be doing what?*
{type text}

Use of results *How will the results be used to improve programs? Who will the results be shared out with?*
{type text}

Assessment Plan for Outcome II.2:

{type text}

Alignment with Tomorrow
{type text}

Method for Assessing Outcome
{type text}

Will Institutional Research approval be required? *See Note 2 on next page for criteria.*

Timeline
{type text}

Person(s) Accountable
{type text}

Use of results
{type text}

Repeat format (copy and paste) above as needed for each Outcome (and its related Goal) to be assessed. No limit on number of pages.

NOTE 1: You do not need to measure every outcome every year. Directors may decide what is most meaningful and should be assessed in any given year. There should be one assessment plan for each outcome that you decide to assess.

Continued



Additional Departmental Assessment Plans:

For those assessments that you plan to complete that are *not related to an outcome*, a simple list of each planned assessment will suffice. (*Refer to Note 2 below to determine if IR approval is required for other assessments*).

The list should include the following information:

- Title of Assessment Project
- Expected Date of Administration
- Contact Person for the Assessment Project

NOTE 2: If your project fits any one of the following criteria, IR Approval will be necessary:

- Needs assessments to non-users of services or intended to determine student perceptions of services provided (outside of the Point of Service)
- Electronic surveys administered to more than 75 students.
- Surveys conducted for purpose of research (for professional development or publication)