**2016 – 2017 Divisional Assessment Process**

***Assessment Project Request***

**Deadline: Submit with Part I by August 1, 2016**

Please provide the following information in order for your assessment project to be reviewed and scheduled:

Department name:

Submitted by:

Phone number:

E-mail address:

**Title of Assessment Project:**

Target Audience: *Who are you assessing? (i.e., 1st year history majors; parents of out-of-state students) Size of sample?*

Purpose: *What do you want to know and why?*

Do you need assistance with the design of your assessment? YES ☐ NO ☐

What is the type of assessment being proposed? *Tracking, Satisfaction, Outcomes, Benchmark, etc.*

Method of assessment: *focus group, questionnaire, etc.*

What tools will you use to collect your data? *(Baseline, Survey Monkey? Other?)*

Would you like assistance in learning about Baseline instruments to collect assessment data? YES ☐ NO ☐

Provide a date range of three weeks when you want to administer this assessment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have flexibility in scheduling the assessment outside of this date range? YES ☐ NO ☐

If yes, please provide alternate date range:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify the criteria for your assessment project (check all that apply):

☐ 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).

Have you conducted the same or similar assessment in the past? YES ☐ NO ☐

If yes, how were the results shared and used for program improvement?

How do you intend to analyze the information you gather? (Include responsible person, plan for analysis)

Do you need assistance in your data analysis? YES ☐ NO ☐

**Return completed request to saemassess@oswego.edu with Part I by August 1, 2016**

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