ASSESSMENT Authorization PROCESS

Depending on the nature and scope, assessments conducted in the Division of Student Affairs and Enrollment Management must be authorized and scheduled by the Assessment Team and when required, by Institutional Research. Authorization from Institutional Research is necessary in order to avoid over-surveying our campus population (faculty/staff and students). Questions may be sent to kathleen.evans@oswego.edu

Assessment Project Request Form
Due: August 1, 2016
Submit to: saemassess@oswego.edu

If Assessment Project is any ONE of the following:
- 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)

You should include a copy of the assessment instrument with the Project Request Form or as soon as possible after submission

Institutional Research and Assessment Steering will authorize (once instrument is received) and schedule

Assessment Project Reports will be shared with Institutional Research and may be included in their institutional library with limited access by campus community members only.

For ALL completed Assessments,
Part III – Assessment Project Report – must be submitted within 30 days of the completion of the Assessment Project

Assessment Steering will authorize and schedule

If Assessment Project is either
- On paper at Point of Service OR
- Electronic to less than 75 individuals

ALL Assessment Project Reports will be shared on the Divisional Assessment website with access to members of the Division only.