

Annual Department/Program Assessment Planning Cycle SUNY Potsdam (Revised 05/2011)

In an effort to assist Departments and Programs with planning the following *assessment planning cycle* is recommended. If for some reason circumstances hinder completion of expectations by these dates, please communicate this information with the Director of Academic Assessment (ext 2881) and indicate when either *Plans* or *Reports* may be expected.

August 31st – Submission of *Department/Program Student Learning Outcomes Assessment Plan Annual Report and Action Plan* due.

September 30th – *Department/Program Student Learning Outcomes Assessment Plan* for upcoming academic year due to *Office of Institutional Effectiveness* for placement on the *Student Learning Outcomes Assessment Website*. The *Plan* is to be submitted by the Department's or Program's Coordinator of Assessment in consultation with the faculty members.

September to May – Faculty implementation of assessment-data driven *Action Plan* embedded within the *Department/Program Student Learning Outcomes Assessment Plan*.

January/February – Collection and review of any assessment data from Semester 1 for Department/Program student learning outcomes. (This is optional but could save time in May and June)

May/June

- Collection and review of assessment data from Semester 2 for Department/Program student learning outcomes.
- Analysis of Semester 1 & 2 data from assessments of student learning outcomes for action planning.
- Department/Program faculty meeting to discuss assessment data and whether the level of student achievement is in keeping with a-priori expectations. (i.e. numbers of students exceeding, meeting, approaching or not meeting standards for each outcome.)
- Review of previous year's action plan and its effect on student achievement as evidenced in the assessment data. (i.e. Did the changes improve students' achievement of knowledge and skills related to the learning outcomes?)
- Review of assessment tools or activities used and if anything needs to be added, changed or modified.
- Development of an action plan for the coming academic year along with any changes needed to be made to the current *Department/Program Student Learning Outcomes Assessment Plan*.

July - August – Completion of Closing the Loop activities such as:

- Changes to the assessment *Plan* including actual direct and indirect assessment tools and activities. (**Application for funding through Assessment Mini-Grant Program**)
- Development of new annual *Department/Program Student Learning Outcomes Assessment Plan* for upcoming academic year.
- Planning for any professional development related to assessment of student learning outcomes.