

Assessment Reporting Task Force Recommendations¹

July 2006

1. System Administration should provide maximal flexibility in its schedule for assessment reporting requirements, especially taking into account schedules that campuses must meet for accreditation and certification by external bodies.
2. System Administration staff members should meet with representatives of Middle States for the purpose of discussing overlap and incongruence in assessment reporting requirements, and make efforts to maximize overlap and minimize incongruence to the greatest degree possible.
3. Campuses should continue to use assessment data on an ongoing basis to make improvements in courses and curricular programs, especially when such improvements are not considered costly by the campus.
4. System Administration should provide funding on an annual basis that campuses can apply for to support assessment-based curricular revisions.
5. System Administration and campuses should provide resources in order to assure that faculty members have the support they need to implement effective assessment.
6. Campuses should, to the greatest extent possible, emphasize the outcomes assessment process as a mechanism for advancing faculty development.
7. System Administration should identify “best practice” institutions in terms of using outcomes assessment as a mechanism for advancing faculty development and share this information across the SUNY system.
8. Campuses should continue to provide annual reports to System Administration on General Education assessment and Assessment of the Major.
9. System Administration should continue to track program review submissions and send correspondence to campuses documenting receipt of all required materials, thereby certifying that campuses are in compliance with SUNY assessment requirements regarding Assessment of the Major.
10. System Administration should develop and maintain a Web site that lists campuses’ program reviews and features “best practice” Assessments of the Major.
11. System Administration should continue to track general education assessment reports and send correspondence to campuses documenting receipt of all required materials.
12. System Administration staff should visit campuses on a regular basis (i.e., going to one-third of campuses every year) for the express purpose of reviewing and discussing campuses’ assessment process, reports, and data.

¹ These recommendations reflect revisions made by University Provost Peter D. Salins on July 19, 2006.

13. System Administration should coordinate the administration of the National Survey of Student Engagement (NSSE) and the Community College Survey of Student Engagement (CCSSE) using procedures similar to those utilized in administering the Student Opinion Survey (SOS), with a focus on campus confidentiality and internal campus use of the survey results to make local improvements.
14. Campuses should have in place policies and procedures to ensure the responsible use of assessment results.
15. System Administration should identify and disseminate through a Web site examples of “best practices” across SUNY for ensuring the responsible use of assessment results.
16. System Administration should revise General Education reporting requirements so that campuses no longer have to indicate percentages of students who “exceed, meet, approach, and fail to meet” standards.
17. Campuses should continue to maintain for its own internal use percentages of students who “exceed, meet, approach, and fail to meet” standards for General Education assessment.
18. System Administration should enable electronic submission of General Education assessment reports through the SUNY Web site.
19. System Administration should change the reporting deadline for General Education assessment from June 1 to September 1.
20. System Administration should encourage campuses to revise their Assessment of the Major schedule so that it corresponds to schedules for external accreditation/certification.
21. System Administration should require submission of the following materials for programs that are externally certified or accredited: the “Summary Report Form for Assessment of Student Learning Outcomes in the Major” and the external review team’s report and accrediting/certification decision.
22. System Administration should require submission of the following materials for programs that are not externally certified or accredited: the “Summary Report Form for Assessment of Student Learning Outcomes in the Major” and the external review team’s report.
23. System Administration should change the reporting deadline for Assessment of the Major from June 1 to September 1.
24. System Administration should sponsor a series of regional assessment workshops during 2006-07 that focus on areas of need as identified by campuses and faculty leadership, especially as campuses make the transition to Strengthened Campus-Based Assessment.
25. System Administration should promote the GEAR Group and encourage campuses to call upon GEAR Group members for their assistance in campuses’ assessment activities as needed.