

To: Campus Chief Academic Officers and Campus Assessment Officers

From: Patricia L. Francis, Assistant Provost for University Assessment and Academic Initiatives

Subject: Assessment Reporting Task Force Report and Recommendations

Date: July 25, 2006

Recently University Provost Peter D. Salins sent a communication to campuses indicating his actions in response to recommendations made by the Assessment Reporting Task Force in May 2006. The purpose of this memo is to summarize the implications of those recommendations as accepted and revised by Provost Salins for campuses' 2005-06 assessment reports, due to System Administration by September 1, 2006.

### **Assessment of the Major Reporting**

As called for in the new recommendations, campuses should revise their Assessment of the Major reporting as follows:

1. In submitting materials for programs that are externally certified or accredited, campuses should include the following documents: the "Summary Report Form for Assessment of Student Learning Outcomes in the Major" and the external review team's report and accrediting/certification decision.

*Change: The program self-study document and the Program Data Summary Table are no longer required.*

2. In submitting materials for programs that are not externally certified or accredited, campuses should include the following documents: the "Summary Report Form for Assessment of Student Learning Outcomes in the Major" and the external review team's report.

*Change: The program self-study document and the Program Data Summary Table are no longer required.*

### **General Education Assessment Reporting**

As called for in the new recommendations, campuses should revise their General Education Assessment reporting as follows:

1. In submitting materials for General Education Assessment, campuses should submit the "Summary Report Form for Assessment of Student Learning Outcomes in General Education."

*Change: Although campuses are still required to monitor the percentages of students who exceed, meet, approach, and fail to meet standards for General Education assessment, they are no longer required to submit this information to System Administration.*

The summary report forms referred to above are available for downloading at <http://www.suny.edu/provost/Assessmentinit.cfm?navLevel=5>. In addition, consistent with other recommendations by the Assessment Reporting Task Force, campuses may submit any or all of their

assessment materials electronically, to [Patricia.Francis@suny.edu](mailto:Patricia.Francis@suny.edu). You should also feel free to refer questions about the assessment reporting process directly to me, either by e-mail or at (518) 443-5644.