

# Guidelines for Assessment Plan Submission

Spring 2007

The guidelines below request information from academic departments and programs that is expected to be incorporated as part of our institutional assessment plan for the Middle States Self-Study Report.

## Pilot Project (Due March 1, 2007)

### **Assessment Methods for the Pilot Project**

- What particular learning goal(s) does your proposed project address?
- How is this goal connected to the University mission?
- What is the primary reason for assessing this goal(s) for the pilot project?
- What kind of direct and indirect assessment data do you: a). already have as a department or program?; b). intend to gather or collect? ; and c). require from other offices on campus?
- Please provide a timeline that reflects the data collection and interpretation plans for the pilot project.

**NOTE:** In anticipation of completing documentation for the Middle States Evaluation Team Visit, a preliminary report will be due on **December 1, 2007**.

### **Reporting and Using Results from the Pilot Project**

- Who or what committee in your department is responsible for reviewing the assessment data to inform changes in your department's or program's teaching, learning, or curricular strategies?
- Who or what committee in your department is going to evaluate the actual project and whether it provided useful information?

**NOTE:** The data collected for your project is to be kept by individual departments and programs. A report on specific findings and how they might be used to inform decision-making and/or curricular changes will be requested, not the actual data used to formulate the recommendations.

### **Provision for Resources for the Pilot Project**

- Do you anticipate needing additional resources to implement the pilot plan?

## Future Considerations and Next Steps

### **Assessment Cycle and Responsibility**

- Given your full set of articulated goals, which goal(s) would you assess next?
- How might your department prepare for an assessment cycle that asks for similar reports on focused assessment every 2-3 years?