

Timeline for 2006/2007 Prioritized Assessment Activities

Action for 06-07	<u>Externally Mandated / Selected Activity(ies)</u>	Timeline for implementing activity(ies)	Method for communicating results	Timeline for communicating results
Will be done as part of APR process	Academic Program Reviews and External Examiners (Reviewers) Report	Fall Semester and Spring Semester for those Academic Programs on schedule to submit report that year	Academic DH reports to APR Committee APR Committee forwards report to VPI VPI forwards report to SUNY	September 15/ April 1 June 1 June 30
Scheduled for 06-07	Alcohol and Drug CORE Survey (Students and Faculty)	October -November 2002 (expected to be done every 2 years)	Result report compiled by outside agency through OASAS and relayed to VPSS and Counseling, and sent to the OIA, for files and programming of activities	February
Scheduled for Spring 2007	National Community College Benchmark Project	May – July 2007	OIA forwards survey results to IEC and Executive Committee VP's forward survey results to respective Unit Heads Survey results reported to College Community via Institutional Effectiveness Website	Late September/Early October October Fall Semester
Not scheduled for 06-07	Community College Survey of Student Engagement (CCSSE)	Administered and sent to CCSSE spring (March/April)	Report of survey results forwarded from CCSSE to College OIA forwards survey results to Executive Committee VP's forward survey results to respective Unit Heads Survey results reported to College Community via Institutional Effectiveness Website	By July 31 National Results come in Fall Semester

Action for 06-07	<u>Externally Mandated / Selected Activity(ies)</u>	Timeline for implementing activity(ies)	Method for communicating results	Timeline for communicating results
Will not be administered	Faces of the Future Survey	Fall semester and Spring semester	OIA supplies report to Executive Committee Results reported to Department Heads during Academic DH meeting. DH share with faculty. Booklets made available through Public Information; shared with Admissions, Placement Office, anyone who requests	TBA
Submitted according to timeline	Institutional Data required by Perkins	Fall Performance Measures Report Spring Institutional Characteristics Report Interim and Final Reports	DIA completes and forwards to Perkins Coordinator, who in turn forward to Perkins Major Effort Coordinators complete reports and submit to Perkins Coordinator	Dec 15 May 1
Submitted according to timeline	Institutional Data required by SUNY, SED, IPEDS, AAUP	Yearly (as per schedule)	DIA forwards to appropriate office or DIA completes File copies maintained in DIA office	TBA
Will be administered	1-year Graduate Survey	June-July	OIA supplies report to Executive Committee Results reported to Department Heads during Academic DH meeting. DH share with faculty. Booklets made available through Public Information; shared with Admissions, Placement Office. Results posted on the Institutional Effectiveness Website	November January January

Action for 06-07	<u>Externally Mandated / Selected Activity(ies)</u>	Timeline for implementing activity(ies)	Method for communicating results	Timeline for communicating results
Not scheduled for 06-07	National Study of Faculty and Students (NSoFaS)	Fall semester and Spring semester	OIA supplies report to Executive Committee Results reported to Department Heads during Academic DH meeting. DH share with faculty. Booklets made available through Public Information; shared with Admissions, Placement Office, anyone who requests	TBA
Administered each semester	Student Goals Survey	Administered each semester during registration	DIA examines CSF's as well as web-reported goals and updates Banner form OIA reports goals information to SUNY	Within 5 weeks of start of semester Goal info included as part of the requirement of the SDF (Student Data File)
Not scheduled for 06-07	SUNY Faculty Opinion Survey		OIA reports survey results to Executive Committee Survey results reported to College Community via Institutional Effectiveness Website	
Not scheduled for 06-07	SUNY Student Opinion Survey	Administered and sent to ACT Spring	Report of survey results forwarded from ACT to College OIA forwards survey results to Executive Committee and IEC VP's forward survey results to respective Unit Heads Survey results reported to College Community via Institutional Effectiveness Website	April – May Fall Semester Fall Semester

Action for 06-07	<u>Externally Mandated / Selected Activity(ies)</u>	Timeline for implementing activity(ies)	Method for communicating results	Timeline for communicating results
Not scheduled for 06-07	SUNY Undergraduate Alumni Outcomes Survey		OIA reports survey results to Executive Committee Survey results reported to College Community via Institutional Effectiveness Website	

Action for 06-07	<u>Internally selected Activity(ies)</u>	Timeline for implementing activity(ies)	Method for communicating results	Timeline for communicating results
Will be administered	Advisement Center Survey	Administered Fall and Spring semesters	OIA reports survey results to Director of Student Service Center	Fall and Spring Semesters
Survey Subcommittee will examine development of survey	*Assessment Awareness Survey	Administered December 2006 – February 2007	Summary report distributed to DIA and IEC and appropriate constituents.	Spring 2007
Will be administered	Commencement Survey	Administered May (sent by VPSS prior to Commencement exercises; includes Dec, May, Aug potential grads)	OIA supplies report to Executive Committee Results reported to Department Heads during Academic DH meeting. DH share with faculty. Results shared with units whom the students have rated on the survey	January of subsequent year
Will continue as scheduled	*Course Embedded Assessment Activities	To be determined by individual Academic Departments	Yearly assessment report template development to be examined	

Action for 06-07	<u>Internally selected Activity(ies)</u>	Timeline for implementing activity(ies)	Method for communicating results	Timeline for communicating results
Not scheduled for 06-07	Employee Survey	Administered March	Summary report distributed to all participants, all results placed in various offices. Survey results reported to College Community via Institutional Effectiveness Website	May
As determined by Unit	Focus Groups with students	As determined by VPs and Units	Summary report distributed to DIA and appropriate constituents.	May
Will continue as scheduled by SUNY GE Assessment Plan	SUNY GE outcomes and competencies assessment	To be determined by GE Committee	DIA completes and forwards report the General Education Committee and to the Vice President for Instruction for review Vice President for Instruction forwards report to SUNY	August September

Implemented as per plan submitted to SUNY	*SUNY GE Strengthened Campus-based Assessment	To be determined by GE Committee	DIA completes and forwards report the General Education Committee and to the Vice President for Instruction for review Vice President for Instruction forwards report to SUNY	August September
Will be administered	Orientation Survey	Administered during Orientation	OIA reports survey results to the Office of the Vice President of Student Services	Fall Semester
According to timeline	Program outcomes assessment for Academic Departments	Assessment to begin on priority goals during the 06-07 academic year.	Assessment results will be documented on Program Outcomes Assessment Reports by each Academic Department	May
According to timeline	Program outcomes assessment for Administrative Services Units	Assessment to begin on priority goals during the 06-07 academic year.	Assessment results will be documented on Program Outcomes Assessment Reports by each Unit	August
According to timeline	Program outcomes assessment for Student Services Units	Assessment to begin on priority goals during the 06-07 academic year.	Assessment results will be documented on Program Outcomes Assessment Reports by each Unit	August

Action for 06-07	<u>Internally selected Activity(ies)</u>	Timeline for implementing activity(ies)	Method for communicating results	Timeline for communicating results
According to timeline	Program outcomes assessment for Units that report to the President	Assessment to begin on priority goals during the 06-07 academic year.	Assessment results will be documented on Program Outcomes Assessment Reports by each Unit	August
Will be administered	Student Activities Survey	Administered at activities during Fall and Spring semesters	OIA reports survey results to Director of Student Activities	Fall and Spring Semesters
Fall and Spring semesters	Student Class Surveys	To be determined by OIA	Survey results reported to individual faculty member and his/her Department Head	During the subsequent regular semester
Survey Subcommittee will consider development of survey	Student Climate Survey	Spring Semester	OIA forwards survey results to Executive Committee VP's forward survey results to respective Unit Heads Survey results reported to College Community	-

Other surveys may need to be administered as decided by the DIA

10/25/06