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| **Introduction**This document’s purpose is to communicate the following:* 2017-2018 Important Dates
* 2017-2018 Administrative Units Undergoing Program Review
* 2017-2018 Assessment Timeline
* Assessment support staff and resources

**Guiding Principles*** Effective assessment processes are useful, cost-effective, reasonably accurate and truthful, carefully planned, and organized, systematic, and sustained1.
* Assessment results:
* provide convincing evidence that the institution is achieving its mission and goals, including key learning outcomes1.
* are shared in useful forms and discussed widely with appropriate constituents1.
* lead to appropriate decisions and improvements about curricula and pedagogy, programs and services, resource allocation, and institutional goals and plans1.

1Developed by Middle States (2005) “Assessing Student Learning and Institutional Effectiveness: Understanding Middle States Expectations” pp.4-7. | Administrative Unit Annual Assessment Report Guidelines **2017-2018**Important Dates1. Submit **Administrative Unit Annual Assessment Report Template Part I** - Mission, Vision, Strategic Plan Goals, Objective(s) (a-d) **(DUE Dec. 15)**.
2. Submit **Administrative Unit Annual Assessment Report Template Part II –** Objective(s) (e –h) showing evidence of "closing the loop" **(DUE JUNE 30)**.
3. Selected Administrative Unit P**rogram Reviews** **(DUE JUNE 30)**.
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|  | **2017 – 2018** **ADMINISTRATIVE UNIT** **PROGRAM REVIEW SCHEDULE****The following Administrative Unit Program Reviews are due June 30, 2018. Program Review Guidelines are located within “Accreditation and Assessment Resources” on the Office of Accreditation and Assessment website:** [**http://www.kean.edu/offices/accreditation-and-assessment**](http://www.kean.edu/offices/accreditation-and-assessment)**.** **OFFICE OF THE PRESIDENT*** **Human Rights/ Holocaust/ Diversity**
* **Institutional Research**
* **Office of Affirmative Action Programs**

**ACADEMIC AFFAIRS*** **International Studies**
* **Kean Ocean**

**ENROLLMENT SERVICES*** **Scholarship Services**

**INSTITUTIONAL ADVANCEMENT*** **Foundation**

**OPERATIONS*** **Athletics**
* **Purchasing**
* **Student Accounting Services**
* **University Counsel**
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| **C:\Users\sdematte\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\U4HO6HZI\MC900432664[1].png****2017-2018****Assessment Timeline****December 15:** Submit **PART I** of the Annual Administrative Unit Assessment Report Template to: assessment@kean.edu**December 21:** Collect Fall semester data.**May 11:** Collect Spring semester data.**JUNE 30:** Submit **Part II** of the Annual Administrative Unit Assessment Report Template showing evidence of "closing the loop" to: assessment@kean.edu**JUNE 30:** For specified Administrative Units, complete Program Review Template and submit a copy to OAA. email: assessment@kean.edu**What Should Kean Document Regarding Assessment?**When submitting information on their assessment efforts to the [Middle States] Commission, institutions are expected to document:* clear statements of key goals, including expected student learning outcomes;
* an organized and sustained assessment process (referred to in some Commission documents as an “assessment plan”) including:
* institutional guidelines, resources, coordination, and support for assessment;
* assessment activities and initiatives that are presently underway;
* plans to develop and implement future assessment activities and initiatives;
* assessment results demonstrating that the institution and its students are achieving key institutional and program goals;
* uses of assessment results to improve student learning and advance the institution. (Middle States SLA, 2007, p. 56)
 | **Assessment Support**The Office of Accreditation and Assessment (OAA) is located in Townsend 126 (T-126)Ms. Susan DeMatteo, DirectorT: 908-737-3356, F: 908-737-7035, sdematte@kean.eduMs. Karolina Wolfe, Associate DirectorT: 908-737-3352, F: 908-737-7035, agwolfe@kean.eduMr. Mukul Acharya, Associate DirectorT: 908-737-3350, F: 908-737-7035, macharya@kean.edu**OAA Website**<http://www.kean.edu/KU/Office-of-Accreditation-and-Assessment>**Resources*** AAC&U Assessment Website: <http://www.aacu.org/resources/assessment/index.cfm>
* Assessment Update: Free Articles: <http://www.assessmentupdate.com/article-directory.aspx>
* Internet Resources for Higher Education Outcomes Assessment Website: <http://www2.acs.ncsu.edu/UPA/archives/assmt/resource.htm>
* Middle States Website: <https://www.msche.org/>
* Middle States Commission on Higher Education (2006). *Characteristics of Excellence in Higher Education: Requirements of Affiliation and Standards for Accreditation.* Philadelphia, PA: Middle States Commission on Higher Education.
* Middle States Commission on Higher Education (2007). *Student Learning Assessment: Options and Resources. Second Edition.* Philadelphia, PA: Middle States Commission on Higher Education.
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