Dear Assessment Liaisons,

Welcome to the Montclair State University Assessment Community!

As you are aware, the University is maintaining assessment plans with ongoing data collection and annual impact reports for all degree programs, minors and certificates in accordance with Middle States Commission on Higher Education (MSCHE) and in preparation for our Self-Study and decennial review.

We would like to take this opportunity to re-introduce our assessment support team who is happy to assist you with your department assessment plans:

Irina Koroleva, Assessment Coordinator (korolevaai@mail.montclair.edu), Ext. 3114

Gail Ahnemann (ahnemannng@mail.montclair.edu) and Maria Aiello (aiellom@mail.montclair.edu), Assessment Specialists, assigned to work with CART and CSAM

Douglas Stech, Assessment Specialist (stechdl@mail.montclair.edu), assigned to work with CHSS and SBUS

Molly Wilcox, Assessment Assistant (wilcoxm1@mail.montclair.edu), assigned to work with CEHS

We are here to work with you concerning the assessment information needed in the database. Please note that we are currently in the process of reviewing your department/program information. In the near future, we will be reaching out to you regarding specific information for each of the individual programs in your Departments.

In the meantime it is important that you update us on what has been done and what you are planning to do with your programmatic assessments.
Also, please be informed of the following deadlines:

**DATA SUBMISSION:**

| Fall data collection/submission for all academic programs | January 23, 2015 |
| Spring data collection/submission for all academic programs | June 1, 2015 |

**IMPACT REPORT**

Department Annual Impact Report – Departments should submit their reports to the Associate/Assistant Deans no later than **May 21, 2015**.

The Associate/Assistant Deans will then submit the approved reports electronically to Irina Koroleva at korolevaai@mail.montclair.edu no later than **June 1, 2015**.

*The template for annual impact report will be provided shortly.

The fall data submission deadline has already passed, therefore the missing information must be submitted into the assessment database as soon as possible.

We hope the following resources will be helpful to you in this ongoing project:

- Assessment Database
  https://midstates-assessment.montclair.edu/programAssessment/Security/SignIn.aspx

- Assessment Guidebook
  http://www.montclair.edu/provost/assessment/assessmentguidebook/

- Assessment Database Instruction Sheet

- Assessment Newsletters
  http://www.montclair.edu/provost/assessment/newsletter/

We are available either in person or by email to discuss any questions or concerns you may have.

Thank you in advance for your cooperation and we look forward to working with you!

Dr. Joanne Coté-Bonanno

Dr. Irina Koroleva