Date: October 22, 2013

To: Deans, Associate Deans, Department Chairs, Subject Area Directors and Assessment Liaisons

From: Willard Gingerich, Provost and Vice President for Academic Affairs

Subject: Status of Student Learning Outcomes Assessment at Montclair State University

As you are aware, during the past several years, we began the development of routine and systematic assessment of student learning across curricula in accordance with guidelines stipulated by the Middle States Commission on Higher Education (MSCHE).

As AY 2012-2013 focused primarily on plan revisions and data collection, the focus of AY 2013-2014 will be data analysis, reporting and data-driven decisions and program improvements.

In order to continue to assist you with your programmatic assessments, the Provost's Office is pleased to sponsor Analyzing and Reporting Results Workshops.

A schedule for upcoming workshops will be announced shortly through e-mail, and can also be found on the Assessment Circle Blackboard Community. As all programs should have data collected and in the database, these sessions will provide hands-on training/assistance for analysis and reporting of the data.

As a reminder, all assessment plans, assessment instruments, and collected data must be entered on an ongoing basis into the Internet-based Assessment Database located at:

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

In addition, the attached Assessment Guidebook and Department Annual Report template are available on the website and Blackboard Community.

**Deadlines and Expectations for AY 2013-2014:**

In AY 2013-14 and moving forward, all learning goals are expected to be assessed, and evidence provided of its use to improve curriculum. These expectations and deadlines are summarized in the table below.
<table>
<thead>
<tr>
<th>Date</th>
<th>AY 2013-2014 Expectations and Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 27, 2013</td>
<td>Department Annual Reports due in Provost's Office</td>
</tr>
<tr>
<td>Dec. 20, 2013</td>
<td>Fall 2013 data collection/submission due in Provost's Office via Assessment</td>
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<tr>
<td></td>
<td>Database</td>
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<tr>
<td>March 28, 2014</td>
<td>College Annual Reports due in Provost's Office</td>
</tr>
<tr>
<td>May 20, 2014</td>
<td>Spring 2014 data collection/submission due in Provost's Office via Assessment</td>
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<tr>
<td></td>
<td>Assessment Database</td>
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Continued assistance with assessment plans and implementation is available through the Provost’s Office. For consulting appointments at your convenience contact:

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