

Planning & Assessment at SUNY Oneonta
Analysis and Action Plan
January 2009

Objective: *Develop and implement a college-wide plan for transforming SUNY Oneonta’s “accountability culture” to one that uses planning and assessment to enhance all elements of the campus community.*

Sub-Objective	Action(s) Required	Success Indicator	Target Completion Date	Resources Required	Person(s) Responsible
1. Enhance the quality of planning and outcomes assessment across the institution through a coordinated, efficient, and sustained effort.	A. Establish a committee to facilitate planning and assessment in the College’s administrative units. ¹	A. Representative committee (IAC) formed and operational	A. 02/16/09	A. N/A	A. APIAE, VP’s, CS
	B. Establish a committee to facilitate GE assessment planning.	B. Committee (GEAC) formed and operational	B. 03/16/09	B. N/A	B. APIAE, Provost, Deans, CS
	C. Develop guidelines and prototypes for academic programs to follow in developing assessment plans.	C. Guidelines and prototypes developed/ disseminated	C. 09/01/09	C. N/A	C. APIAE, APAC, AC
	D. Develop guidelines and prototypes for administrative units to follow in developing assessment plans.	D. Guidelines and prototypes developed/ disseminated	D. 09/01/09	D. N/A	D. APIAE, IAC
	E. Develop schedule for assessment plan submissions by academic programs and administrative units.	E. Staggered schedule developed/ disseminated	E. 10/01/09	E. N/A	E. APIAE, APAC, IAC
	F. Ensure that all academic programs and administrative units have approved assessment plans.	F. All assessment plans approved	F. 03/01/10	F. N/A	F. APIAE, APAC, IAC, AD’s, AU’s, VP’s, Deans

¹ Administrative units refer to all college units that are not academic departments.

Sub-Objective	Action(s) Required	Success Indicator	Target Completion Date	Resources Required	Person(s) Responsible
1. Enhance the quality of planning and outcomes assessment across the institution through a coordinated, efficient, and sustained effort (cont.).	G. Complete first round of assessment plan implementation by academic programs and support and service units.	G. All assessment plans fully implemented ²	G. 06/01/12	G. N/A	G. APIAE, VP's, Deans
2. Increase faculty and staff members' and students' knowledge and understanding of outcomes assessment.	<p>A. Conduct session on outcomes assessment at new faculty/staff orientation.</p> <p>B. Conduct assessment workshops on as-requested basis for academic departments and administrative units.</p> <p>C. Develop schedule each semester of assessment-related events conducted by in-house and external presenters.</p> <p>D. Meet with Student Association to discuss importance of outcomes assessment and benefits to students.</p> <p>E. Develop brochure on the value of outcomes assessment to students and distribute at orientation.</p>	<p>A. Session developed and conducted; Positive feedback via surveys</p> <p>B. 5 workshops held each semester for academic departments and for support and service units; Positive feedback via surveys</p> <p>C. 3 events held each semester, with one by external presenter; Positive feedback via surveys</p> <p>D. Meeting held each semester</p> <p>E. Brochure developed and distributed</p>	<p>A. Fall 2008</p> <p>B. Ongoing</p> <p>C. Ongoing</p> <p>D. Ongoing</p> <p>E. Ongoing</p>	<p>A. N/A</p> <p>B. N/A</p> <p>C. \$3,000</p> <p>D. N/A</p> <p>E. \$1,000</p>	<p>A. APIAE, AC</p> <p>B. APIAE, AC</p> <p>C. APIAE, AC, APAC, IAC</p> <p>D. APIAE</p> <p>E. APIAE</p>

² "Implementation" of assessment plans necessarily includes using assessment data to make improvements (i.e., "closing the loop") as appropriate.

Sub-Objective	Action(s) Required	Success Indicator	Target Completion Date	Resources Required	Person(s) Responsible
<p>3. Elevate the College's public commitment to outcomes assessment and its importance in enhancing programs, services, and campus life.</p>	<p>A. Prepare resolution for College Senate in support of planning and assessment activity and request its endorsement.</p> <p>B. Prepare assessment philosophy for College Senate, request its endorsement, and disseminate widely.</p> <p>C. Update College's Assessment Website to emphasize assessment as <i>enhancement</i>.</p> <p>D. Hold campus-wide Assessment Day featuring good assessment practices by academic programs and support and service units.</p>	<p>A. Resolution developed & endorsed</p> <p>B. Philosophy developed & endorsed, published in <i>Catalog</i> and on Web</p> <p>C. Website updated and revised on regular basis</p> <p>D. Assessment Day held on annual basis; 50% of academic departments and administrative units participate; Positive feedback via surveys</p>	<p>A. Fall 2009</p> <p>B. Fall 2009</p> <p>C. 06/01/09</p> <p>D. 05/11 and ongoing</p>	<p>A. N/A</p> <p>B. N/A</p> <p>C. N/A</p> <p>D. \$3,000</p>	<p>A. APIAE, AC, APAC, IAC, CS</p> <p>B. CS, APIAE, AC, APAC, IAC,</p> <p>C. APIAE, AC, APAC, IAC</p> <p>D. APIAE, AC, APAC, IAC</p>
<p>4. Establish incentive structure for programs, units, and individuals contributing to the College's planning and assessment efforts.</p>	<p>A. Develop and implement competitive grants program for academic departments and units to advance their assessment plans.</p> <p>B. Develop and implement competitive program to fund faculty and staff travel to assessment-related conferences and workshops.</p> <p>C. Recognize good assessment practice programs and units in various public fora (e.g., Web site, Assessment Day, college publications).</p>	<p>A. Program implemented and submissions received from 5 academic departments and 5 administrative units; 5 grants awarded</p> <p>B. Program implemented and submissions received from 10 faculty and staff; 5 grants awarded</p> <p>C. Good practices site added to Assessment Website; good practices noted in annual reports</p>	<p>A. 09/09</p> <p>B. 09/09</p> <p>C. 09/09</p>	<p>A. \$10,000</p> <p>B. \$10,000</p> <p>C. N/A</p>	<p>A. APIAE, AC, APAC, IAC</p> <p>B. APIAE, AC, APAC, IAC</p> <p>C. APIAE, AC, APAC, IAC</p>

Sub-Objective	Action(s) Required	Success Indicator	Target Completion Date	Resources Required	Person(s) Responsible
5. Maximize the accuracy, utility, and transparency of institutional data sources and ensure they support the mission of the College.	<p>A. Reconstitute IRC for the purpose of studying institutional information needs and making recommendations.</p> <p>B. Survey faculty and staff regarding information needs and access to institutional information.</p> <p>C. Interview appropriate individuals and staff regarding current status of institutional data.</p> <p>D. Study good practices at other colleges with respect to institutional data sources and dissemination of information.</p> <p>E. Prepare and submit report and recommendations to President's Cabinet for approval.</p>	<p>A. IRC reconstituted and operational</p> <p>B. Survey developed and administered</p> <p>C. Interviews conducted</p> <p>D. Study completed and information compiled</p> <p>E. Report and recommendations completed and submitted</p>	<p>A. 03/09</p> <p>B. 05/09</p> <p>C. 11/09</p> <p>D. 11/09</p> <p>E. 01/10</p>	<p>A. N/A</p> <p>B. N/A</p> <p>C. N/A</p> <p>D. N/A</p> <p>E. N/A</p>	<p>A. President</p> <p>B. IRC, APIAE</p> <p>C. IRC, APIAE</p> <p>D. IRC, APIAE</p> <p>E. IRC, APIAE</p>
6. Review and improve existing mechanisms for linking planning, assessment, and budgeting across and at different levels of the institution.	<p>A. Study good practices at other colleges with respect to linking planning, assessment, and budgeting.</p> <p>B. Develop and delineate specific mechanisms for linking assessment activities across operational units and levels of the College.</p>	<p>A. Study completed and information compiled</p> <p>B. Flow chart of assessment plan activities across the College developed and submitted to the President's Cabinet for approval</p>	<p>A. 09/09</p> <p>B. 05/10</p>	<p>A. N/A</p> <p>B. N/A</p>	<p>A. APIAE</p> <p>B. APIAE, AC, APAC, IAC</p>

Sub-Objective	Action(s) Required	Success Indicator	Target Completion Date	Resources Required	Person(s) Responsible
6. Review and improve existing mechanisms for linking planning, assessment, and budgeting across and at different levels of the institution (cont.).	<p>C. Review and improve existing mechanisms for linking planning and assessment activities to the College's budgeting process.</p> <p>D. Publish annual report on the College's planning and assessment activities clearly demonstrating the integration of assessment across the College and the linking of assessment, planning, and budgeting.</p>	<p>C. Flow chart linking planning, assessment, and budgeting across the College developed and submitted to the President's Cabinet for approval</p> <p>D. Report prepared and disseminated to campus community and posted on Website</p>	<p>C. 05/10</p> <p>D. 06/11</p>	<p>C. N/A</p> <p>D. \$5,000</p>	<p>C. APIAE, AC, VP'S, COD</p> <p>D. APIAE, AC</p>

TOTAL RESOURCES REQUIRED - \$32,000

KEY:

APIAE=Associate Provost for Institutional Assessment and Effectiveness

CS=College Senate

APAC-Academic Program Assessment Committee

AC=Assessment Coordinator

IAC=Institutional Assessment Committee

IRC=Institutional Research Council

COD=Council of Deans

AD=Academic Departments

AU=Administrative Units