

Office of Educational Effectiveness

## OEE Office Hours & Completing Your Assessment Reports in 3 Easy Steps February 8, 2024

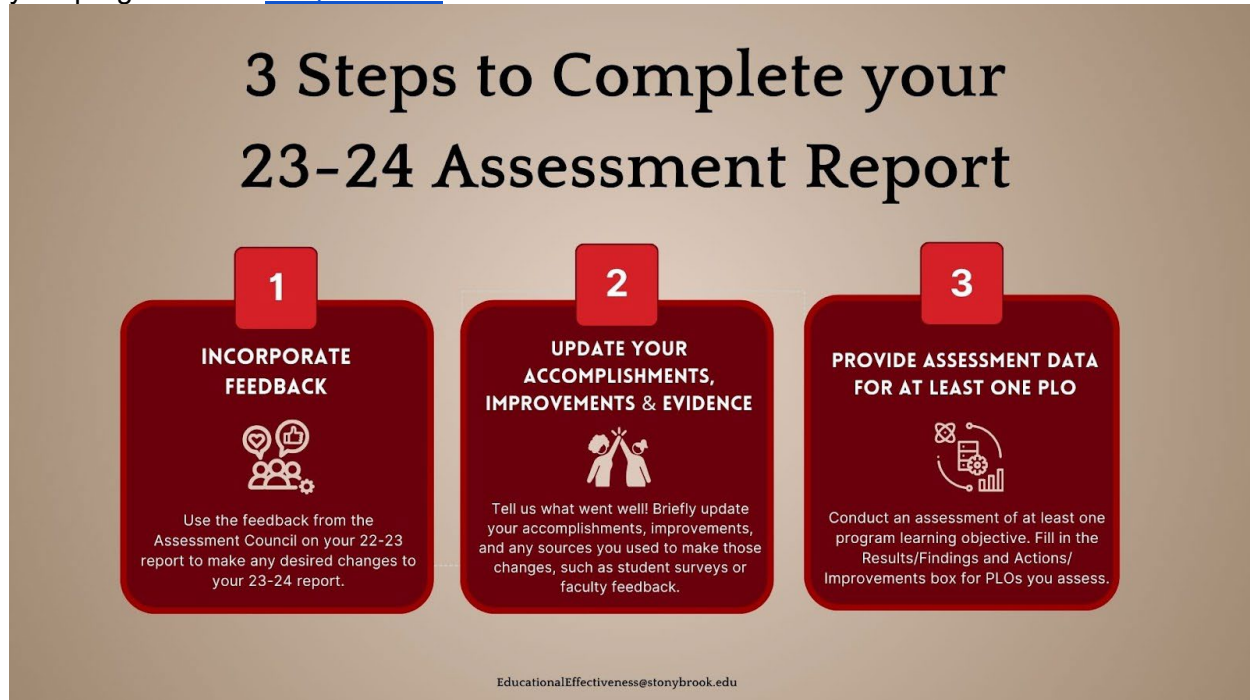
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Dear Assessment Coordinators,


Still have questions about how to complete your assessment report for this year? Bring your assessment plan and **stop by [OEE's Office Hours](#)** in the CELT Faculty Commons on 2/13 or 2/20 from 10am -1pm or 2/16 from 11am - 2pm. We will help get your report ready for submission.


Can't make it to our office hours but still want support? **Reply to this email** with your availability for a 15–20-minute Zoom consultation and we will schedule an appointment at your convenience.


Last year, you laid the foundation by providing a full assessment plan. This year, updating us on your progress is as [easy as 1-2-3](#):



### 3 Steps to Complete your 23-24 Assessment Report

- 1**  
**INCORPORATE FEEDBACK**  


Use the feedback from the Assessment Council on your 22-23 report to make any desired changes to your 23-24 report.
- 2**  
**UPDATE YOUR ACCOMPLISHMENTS, IMPROVEMENTS & EVIDENCE**  


Tell us what went well! Briefly update your accomplishments, improvements, and any sources you used to make those changes, such as student surveys or faculty feedback.
- 3**  
**PROVIDE ASSESSMENT DATA FOR AT LEAST ONE PLO**  


Conduct an assessment of at least one program learning objective. Fill in the Results/Findings and Actions/Improvements box for PLOs you assess.

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Please be reminded that your 23-24 assessment reports are **due in two weeks on February 23, 2024**. Timely submission is especially important as we approach the MSCHE Site Visit in April.

Thank you all for your hard work and time spent furthering and elevating the level of assessment at SBU.

Best,  
Office of Educational Effectiveness