

Office of Educational Effectiveness

## Message to Assessment Coordinators re: Words of Wisdom & Report Reminder February 28, 2024

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Dear Deans and Department Chairs,

Please see the message below that will go out to all assessment coordinators later today. The deadline for the 2023-24 academic program assessment reports was last Friday, 2/23/24. To date, we have received approximately 58% of all required reports. We hope to receive all required assessment reports by this Friday, 3/1.

The Vice President for Educational & Institutional Effectiveness will provide Deans with a list of programs missing reports by early next week, as our office will have to provide an update to our VP and the Middle States Leadership team.

Please let me know if you have any questions. Thank you as always for your support!

Best,  
Catherine Scott  
Director of Educational Effectiveness

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Dear Assessment Coordinators,

I hope all is well. Thanks to all who have submitted your 2023-24 assessment reports to date!

**If you have not already submitted this year's assessment report, please send it our way as soon as possible. Our office will have to let the Middle States Leadership team and Deans know which programs are still missing reports early next week.**

As you put the finishing touches on your assessment reports, we hope you can find some inspiration from your assessment coordinator colleagues! Check out this brief video featuring some ["Words of Wisdom" from your fellow assessment coordinators](#). Many thanks to the coordinators who were kind enough to tell us a little about what makes assessment meaningful and manageable in their departments and programs.



SBU OEE ASSESSMENT COORDINATORS  
WORDS OF WISDOM

*Office of Educational Effectiveness*

If you have any questions before you complete your report, email [EducationalEffectiveness@stonybrook.edu](mailto:EducationalEffectiveness@stonybrook.edu) with your questions or set up a quick Zoom consultation.

Your dedication to ensuring the timely submission of assessment reports is greatly appreciated. Thank you for your hard work and commitment to our shared goals.

Best,  
Catherine Scott  
Director of Educational Effectiveness  
Office of Educational Effectiveness  
Office of the Provost