

SEAS Assessment Review Process

In an effort to assure that the Division of Student Engagement and Success is utilizing Best Practices, all assessment projects will be reviewed and approved by the SEAS Strategic Planning & Assessment Committee (SPA) prior to implementation. The committee will work with individual departments to assist them in meeting their assessment goals in an efficient and effective manner.

Scheduling Approval:

Projects approved to proceed (and not revised since approval) on an on-going basis must be scheduled with the Strategic Planning & Assessment Office to avoid survey implementation overlaps and survey fatigue.

Expedited Review:

Projects involving assessment on the event/activity level may qualify for expedited review. Approval for expedited review may be granted with approval by the SPA Chair and one additional committee member. If not approved, or if questions arise, the application will be submitted for a full review.

Full Review:

Larger projects will be reviewed by the full SPA Committee at regularly scheduled monthly meetings.

Considerations when implementing a new assessment:

- Does the assessment support a departmental objective or outcome?
- Is the information available elsewhere or could it be obtained elsewhere?
- Will the results provide needed and meaningful information?
- Is the methodology (implementation process) sound?
- Will the results be reported and how?
- Are concerns regarding the ethical conduct of research addressed?
- Do you need IRB approval?
- Is the timeline requested appropriate?