Procedure Title	**Procedure on Assessment of Academic Programs, AES Units, and Institutional Effectiveness**
Procedure Number	1030-P
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Office of Planning & Institutional Effectiveness and Office of Academic Affairs
Effective Date	February 20, 2025

I. Reason for Procedure

Consistent with the college's Policy on Assessment of Institutional Effectiveness and Academic Programs, this Procedure outlines the process by which regular assessment of the college's academic programs and administrative and educational services (AES) units will be undertaken.

II. Definitions

In addition to those definitions outlined in the college's Policy on Assessment of Academic Programs, AES Units, and Institutional Effectiveness, the following definitions will apply for purposes of this Procedure:

Assessment Advisory Council: the institutional body responsible for reviewing the implementation of the college's Comprehensive Assessment Plan for Institutional Effectiveness.

Additional definitions may be set forth within the Comprehensive Assessment Plan for Institutional Effectiveness and any related documents listed below within this Procedure.

III. Assessment Process

A Comprehensive Assessment Plan for Institutional Effectiveness will be developed, reviewed, and updated as necessary to set forth a systematic yet flexible plan for assessment of institutional effectiveness across the college.

Annual assessment plans, as laid out in the college's Comprehensive Assessment Plan of Institutional Effectiveness (CAPIE), should connect to Suffolk's mission, the institutional goals and strategic objectives outlined in the 2022–2027 Strategic Plan, and the activities/initiatives within the annual Operational Plan.

To assist with these endeavors, the college's academic departments and AES units are encouraged to work with college-wide assessment liaisons to develop annual assessment plans that fully delve into and answers the question, "You're conducting an assessment. So What?" It is expected that departments and AES units conduct college-wide assessments. For example, all three financial aid

departments have to participate in the same assessment, even though they report to different campuses.

To underscore institutional accountability, members of the Assessment Advisory Council (AAC) are responsible for overseeing the implementation of college-wide assessment, the CAPIE, and providing timely feedback to both academic departments and AES units regarding their assessments. With institutional improvement and effectiveness at the forefront of assessment, members of the AAC seek to integrate best practices into its processes while ensuring that the college is meeting assessment expectations of external stakeholders.

In addition to assessment expectations established by SUNY or the New York State Education Department, assessment at the college is guided by the seven (7) Standards of the Middle States Commission of Higher Education (MSCHE). Not only do these Standards guide assessment activities, they guide the work of the college at all levels. All members of the college community are encouraged to continuously review these Standards to ensure institutional alignment.

IV. Related Documents

- Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE)

V. Cross-References

- 1030: Policy on Assessment of Institutional Effectiveness and Academic Programs
- 2022–2027 Strategic Plan

VI. References

- Middle States Commission on Higher Education (MSCHE) Standards I–VII
- 8 NYCRR § 52.1(b)(3)
- SUNY Trustees Resolution 2010-039
- SUNY Assessment Policy
- SUNY Assessment Guidance

VII. History / Revision Dates

Adoption Date: January 6, 2025 (President's Cabinet)