

Office of Educational Effectiveness

**Communication to Assessment Coordinators
February 1, 2024**

Dear Deans and Department Chairs,

The below communication will be sent to program assessment coordinators this afternoon.

All non-accredited programs will submit the assessment of their second program learning objective by February 23, 2024. **Due to the upcoming Middle States Re-accreditation visit in April, it is of great importance to the University that all reports are submitted on time.**

To aid in preparation, we've provided resources and guidelines on our [website](#).

Your ongoing support and leadership are greatly appreciated.

Thank you for your contributions.

Best,
Catherine Scott
Director of Educational Effectiveness

Dear Assessment Coordinator,

I hope your semester is off to a good start! This is a reminder that the Program Assessment Reports are due on *Friday, February 23, 2024*.

Programs should report the assessment data of one program learning objective, update accomplishments, improvements, and evidence of improvement in their pre-populated report templates. **Due to the upcoming Middle States Re-accreditation visit in April, it is of great importance to the University that all reports are submitted on time.**

Please be reminded that our office is here to support you. We are available for [consultations](#) and have a variety of additional information on our [OEE website](#).

Thank you for your contributions to our assessment efforts.

Sincerely,
Catherine Scott
Director of Educational Effectiveness