**Advanced Notice: Assessment Reports Due 9/30 - Reminders & Resources  
September 15, 2025**

Dear Deans & Department Chairs,

Below please find an advanced copy of an email reminder that will be sent to assessment coordinators later today. This email provides a brief reminder that assessment reports for 2024-25 will be due on 9/30/25 and details the resources available to coordinators. Our staff are ready to assist coordinators through one-on-one consultation and data entry services.

Thank you as always for your leadership and support of assessment initiatives.

Best,

Catherine Scott

Director of Educational Effectiveness

Office of Educational Effectiveness

Dear Assessment Coordinators,

Please accept this gentle reminder that your [academic program assessment reports](https://www.stonybrook.edu/commcms/oee/reporting_procedures/) for 2024-25 are due on September 30, 2025. This year, we are piloting a new submission process using the [OEE Content Management System (CMS)](http://www.stonybrook.edu/OEECMS).

We encourage you to log in, explore the system, and submit your updates and assessment results for at least one program learning objective. If you encounter any issues using the system, please let us know so that we can resolve the bug promptly and assist you.

**We are here to support you every step of the way. Check out the resources below:**

* **View the** [**OEE CMS Overview Slides**](https://docs.google.com/presentation/d/1DFYh98Fmc0kY3w8SZ5SW1NR9pFqgMU1s5vxUE3HgT2c/edit?usp=sharing)
  + *Screenshots & step-by-step instructions for using the CMS.*
* **View the** [**OEE CMS Overview Videos**](https://www.youtube.com/playlist?list=PLBB3JSIDVlfGBKQXvOzZiwFu8qLwD2q62)
  + *Short videos (2-4 mins each) with step-by-step demos of the CMS.*
* **Sign up for** [**Assessment Report Data Entry Days**](https://calendar.stonybrook.edu/site/office-educational-effectiveness/event/assessment-report-data-entry-days-2/#viewfull)
  + *Let an OEE staff member walk through the CMS with you and complete your data entry. 30 min in-person appointments available Mondays & Thursdays through 9/29.*
* **Schedule a** [**1:1 consultation**](https://www.stonybrook.edu/commcms/oee/resources/ConsultRequest.php)
  + *Meet with an OEE staff member in-person or on Zoom at your convenience.*

* **Download the** [**2024-25 APAR Planning Document (Word doc)**](https://www.stonybrook.edu/commcms/oee/_pdf/APAR%20Planning%20Document%202024-2025.docx)
  + *Use this document to draft your responses prior to entering data in the CMS.*

Contact us at [EducationalEffectiveness@stonybrook.edu](mailto:EducationalEffectiveness@stonybrook.edu) at any time for personalized support. We look forward to your updates!

Best,

Office of Educational Effectiveness