

Academic Assessment Coordinator

Updated 1/11/2011, 07/31/2013, 8/17/2015, April 2024

The Academic Assessment Coordinator is a faculty member who facilitates, monitors and directs the academic assessment program to ensure a "culture of evidence" has emerged, sustained by a faculty and an administrative commitment to excellent teaching and effective learning. The Academic Assessment Coordinator collaborates with academic deans, chairpersons, faculty committees, and the Core Curriculum Coordinator to ensure an inclusive process that promotes and effectuates continuous improvement in academic programs, including the core curriculum. The Academic Assessment Coordinator also collaborates with campus partners in support of assessment of co-curricular student learning.

The Academic Assessment Coordinator is appointed by the Provost for a three-year term, and may be renewed. The Provost annually evaluates the performance of the Academic Assessment Coordinator with input from those who collaborate with her/him.

Responsibilities of the Academic Assessment Coordinator:

- serve as an advocate and champion among the faculty and staff for the academic assessment program;
- ensure that explicit statements regarding the institution's expectations for student learning are widely publicized;
- serve on the Academic Assessment Committee and collaborate with the elected Chair to set agendas and guide the work of the Committee;
- oversee the annual submission of academic assessment reports and the dissemination of the findings;
- identify and manage an appropriate budget in order to support the institution's academic assessment program;
- report on the status of the academic assessment program on a regular basis to invited faculty and to other campus groups as needed/requested by Faculty Assembly;
- present assessment updates to the Student Experience Committee of the Board of Trustees, as requested;
- mentor academic department chairs/liaisons to develop sound assessment plans, which the Coordinator will approve, and to ensure that annual assessment is an integral component of each academic program offered by the institution;
- mentor the Program Assessment Subcommittee in providing feedback about program assessment to departments;
- design and execute the annual assessment ratings sessions;
- consult with CCEP to ensure that new core courses meet assessment assignment requirements;
- consult with faculty and teaching staff about development or revision of assignments to be used for assessment ratings;
- serve as clearinghouse for rubrics associated with assessment of the core curriculum and take suggested changes to CCEP for approval;
- distribute updated copies of assessment rubrics;

- develop and maintain assessment resources on institutional platforms (e.g. MyMount, Blackboard);
- collaborate with the Core Coordinator, the Director of Institutional Research, and the Provost's Office to analyze assessment data and identify areas of the core curriculum for more in-depth review and closing the loop activities each year. This group shall ensure that assessment data is used to drive student learning improvement initiatives on an annual basis. This group may convene working groups of core teaching faculty as needed to drive curricular responses. Suggested changes to rubrics, performance indicators, learning outcomes, curriculum maps, and/or the curriculum itself will be brought to CCEP and then the faculty body as a group;
- attend CORE115 meetings as requested/needed;
- attend CCEP meetings as requested/needed;
- collaborate with Deans, Chairs, and faculty orientation organizers to ensure that new and adjunct faculty are provided some orientation materials related to core and program assessments that may be in their courses;
- collaborate with campus partners to develop and maintain an assessment plan for co-curricular student learning;
- contribute to accreditation reports for the Higher Learning Commission and other accrediting bodies as requested/needed; this may include serving on a committee or supporting a committee by providing data and/or additional documentation.