

Academic Assessment Coordinator

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

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 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 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;
- collaborate with CCEP and the Graduate Council to ensure academic assessment findings are an integral component of the program review process;
- collaborate with the Faculty Development Committee and the Director of the Center for Teaching and Learning in providing ongoing educational opportunities for faculty related to assessment;
- oversee the linkage of institutional decision making and instructional and program improvement to academic assessment results;
- present an annual report to the Board of Trustees Institutional Programs Committee on the institution's academic assessment findings;
- coordinate the communication of the purposes of the comprehensive academic assessment program to students and enhance their involvement in the assessment of learning processes;
- identify and manage resources needed to support the institution's academic assessment program;
- collaborate with the Associate Provost for Academic Support and the department chairpersons on the implementation of the annual Celebration of Student Learning Day, as needed;
- report on the status of the academic assessment program on a regular basis to the Academic Leadership Council and Faculty Assembly;
- approve proposed programs' assessment plans in conjunction with CCEP and Graduate Council;
- mentor academic department chairs/liasons to develop sound assessment plans and to ensure that annual assessment is an integral component of each academic program offered by the institution;

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- mentor the Program Assessment Subcommittee in providing feedback about program assessment to departments;
- mentor the Baccalaureate Assessment Subcommittee in designing and executing the yearly ratings sessions;
- consult with CCEP, Graduate Council, and the Director of the Center for Teaching and Learning to develop materials related to assessment of the Core Curriculum;
- consult with faculty and teaching staff about development 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; and
- develop and maintain an assessment webpage.