



Academic Affairs

Department Assessment Coordinator

Job Summary

There is a critical need to assist the educational departments to effectively maintain academic quality and implement assessment and evaluation methods designed to meet accreditation standards. In exchange for fulfilling these duties, each **primary** Coordinator will receive one course release in the fall term and one course release in the spring term.

The Assessment Coordinator (Coordinator) is responsible for working with the academic programs on the continuing accreditation efforts and implementing the assessment plans. The Coordinator is responsible for assistance needed to write and submit assessment reports. The Coordinator will work closely with senior leadership and the Chairs to develop strategy, set goals, and develop/implement procedures to maintain institutional and program accreditation. The Director of Assessment and Accreditation will provide centralized support to the Coordinator to enhance academic quality and student success through comprehensive assessment processes and best practices focused on continuous improvement in student learning and use of data to inform improvements.

Roles and Responsibilities

The roles and responsibilities of the Coordinators are as follows. Provide leadership and support to programs for accreditation, assessment, and evaluation.

- Develop assessment plans and evaluate the success of assessment initiatives and changes made to seek improvement of the student learning experience.
- Collect data used to assess and evaluate the effectiveness of programs within the department.
- Provide analysis, interpretation, closing of the loop, and recommendations to the Chair based on assessment to inform curricular strategic planning and decision-making processes at the department/college level.
- Write and submit annual assessment reports and supporting documentation.
- Report on assessment results both internally and externally to appropriate stakeholders, for evidence-based decision-making and program and institutional improvement.
- Support assessment efforts in general education.
- Train faculty on best practices in the development and utilization of assessment tools to measure student outcomes and unit effectiveness.

- Enter information to the institutional assessment management software.

Timelines

August - September - In initial meeting with Office of Assessment and Accreditation, review roles, responsibilities, reflection of prior year processes, and timeline for current year.

November – December - As part of an emerging Assessment and Improvement Committee for Educational Programs and Student Learning, evaluate other disciplines/programs assessment work.

March – April - Check-in meetings with Office of Assessment and Accreditation to review expectations and progress for end of year assessment report submission.

As needed: Training or meetings with programs as needed to develop assessment strategy; track compliance of respective programs; contact Office of Assessment and Accreditation for assistance.