

ROLES AND RESPONSIBILITIES UNIVERSITY ASSESSMENT TEAM

Objectives and Roles:

- Coordinate and document the assessment process for academic and non-academic units.
Ensure that goals and student learning outcomes are established and appropriately documented.
- Assist in identifying relevant assessment tools.
- Develop and document assessment plans and schedules for academic and non-academic units.
- Serve as a resource for academic and non-academic units relative to assessment-related matters.
- Facilitate peer review, communication and sharing among academic and non-academic units relative to assessment-related matters.

TEAM ROLES AND PERFORMANCE EXPECTATIONS

- Serve as Assessment Team liaison for departments and programs in your college/division/department.
- Assist in assessing the appropriateness and measurability of current objectives and student learning outcomes in academic/ non-academic units.
- Facilitate the development, coordination and documentation of assessment plans and schedules for units in each respective college/division/department/
- Assist in identifying assessment instruments for departments and programs in each respective college/division/department.
- Provide peer review to other members of the Assessment Team.
- Attend and participate in scheduled meetings.

UNIVERSITY WIDE SHARED RESPONSIBILITIES

- Understand and promote the importance of the role of assessment in student learning
- Periodically inventory current assessment activities
- Disseminate information to campus constituents about assessment theory, practices, and activities
- Promote faculty and academic support staff professional development in the area of assessment
- Advocate for resources to create and maintain a culture of assessment
- Review annual assessment reports and provide feedback to departments/program.
- Guide improvement through the appropriate use of assessment results.