

Assessment Coordinator Recommendations

This document is intended to provide guidance to academic departments and interdisciplinary major programs in selecting an assessment coordinator.

Selection and Approval

Academic departments and programs should select and approve the assessment coordinator in the same way they select and approve other departmental positions they may have (such as tenure committee chair, graduate coordinator, or curriculum chair). If there is no other procedure in place, the coordinator should be appointed by the chair or director. The chair or director may, in fact, serve as assessment coordinator; however, the committee recommends that departments and programs carefully consider the workload of both positions before making that decision.

Term and Tenure

The Institutional Assessment Committee recommends that the assessment coordinator serve for a term of three years. The Committee also recommends that coordinators not serve more than two consecutive terms. The Committee strongly recommends that the assessment coordinator be tenured to prevent the tenure-track power differential from constraining the coordinator as she/he completes the duties of the position.

Description of Position

For *new programs* or programs undergoing *significant changes* to an existing plan, the coordinator, in close consultation with the Director of Assessment, will work with instructors and other designated members of the department

- To design (and/or locate) assignments, surveys, interview protocols, and other instruments to be used in assessment.
- To plan the logistics of administration, collection, and scoring of assessment data.
- To plan the logistics of managing and sharing assessment data.

For *all programs*, the coordinator will ensure that all assessment measures are administered and the collected data are shared with the Director of Assessment, following established plans.

At least once each academic year, the coordinator, in consultation with the Director of Assessment, will decide how best to prepare the data for analysis by the department (calculating relevant statistics, creating tables or charts to summarize the data, etc.). The precise division of labor can be decided based on departmental and coordinator preference. The coordinator and chair/director of each department or program will lead the program faculty through a process of interpretation to identify strengths and weaknesses of the program in terms of student learning, and also ways to improve both student learning and the assessment system itself. After the meeting, the coordinator will file the program's Annual Assessment Report with the Director. Coordinators will also be responsible for documenting that changes were made and assessing the impact of those changes.

This document describes the recommendations of the Institutional Assessment Committee, but departments and programs have the ultimate decision-making power.