

Faculty Assessment Coordinator Duties and Selection Process

Some Assumptions:

The core of assessment is instruction.

An instructional faculty person will serve as Assessment Coordinator.

Assessment is faculty driven.

Assessment Coordinator reports to the Academic Senate and the College President.

Assessment Coordinator will work very closely with administration.

Assessment Coordinator Duties:

- Communicate with all committees/areas involved in assessment on campus.
(example: IEC, Curriculum Committee, Gen Ed, Critical Thinking subcommittee, etc.)
- Coordinate all campus assessment efforts
- Organize workshops of inside and outside speakers
- Disseminate information on assessment conferences and workshops that are relevant to faculty, student services and administration
- Oversee development and updating of an assessment website
- Provide feedback on efforts of faculty in writing and implementing assessment plans
- Assist in implementation of assessment training:
 - Assess needs of faculty in regard to support for development of assessment
 - Respond to inquiries regarding assessment and assessment workshops/conferences
- Provide support in relationship to development, implementation and evaluation of assessment plans
- Act as liaison to accreditation steering committee providing input regarding assessment
- Keep up-to-date on state and national information on assessment
- Function as an “ex-officio” member of Academic Senate Executive Board and College Council
- Report progress/status of assessment to the Academic Senate, College President and Vice-Presidents

Recommendation of the Academic Senate Assessment Committee:

In relation to Academic Senate Assessment Committee Chair

- that the Academic Senate Assessment Committee continue as a committee but be on hold as far as the identification of a chair until the position of Assessment Coordinator is filled. This allows the Academic Senate Assessment Committee to evaluate whether there is need for a chair or if the Assessment Coordinator should also be chair of the Academic Senate Assessment Committee
- that the committee continue for one year, then be evaluated for need as to whether it continues

In relation to the Assessment Coordinator Position

- that the Assessment Coordinator be selected from among those interested faculty who have as POL instructional teaching assignment
- that the Assessment Coordinator have a working knowledge of assessment
- that faculty have a major role in the selection process for the Assessment Coordinator
- that the faculty to the Screening Committee be appointed by the Academic Senate
- that the Screening Committee include faculty from the Academic Senate Assessment Committee and Student Services
- that the faculty selected to the position of Assessment Coordinator be confirmed by the Academic Senate
- that the position be clearly linked to Academic Senate but with campus-wide responsibility
- that the Assessment Coordinator work in-tandem with an administrative representative (coordinator)