

Faculty Assessment Committee Co-chair Duties and Selection Process

General Co-Chair Responsibilities:

1. Review and understand committee charge.
2. Be involved in the bi-annual reporting of the Strategic Directions.
3. Establish annual goals and develop action plan for the next year.
4. Assist in the development of the agenda, prepare discussion and final reports.
5. Act as liaison to the Academic Senate, and keep the Senate informed about the committee recommendations and procedures.
6. Communicate with all committees/areas involved in assessment on campus.
7. Initiate the discussion of relevant issues, even if apparently unpopular, and support others on the committee who wish to discuss such issues.

Assessment Committee Co-chair Responsibilities:

1. Organize the committee in reviewing and approving all Student Learning Outcomes (SLO) and Program Learning Outcomes (PLO).
2. Provide lead role in assessment training and dissemination of assessment information to faculty and staff.
3. Provide direct support to faculty and staff in relation to development, implementation, and evaluation of assessment plans.
4. Possess a working knowledge of meaningful assessment of SLO's, PLO's, ILO's and AUO's.
5. Maintain currency on state and national assessment information.
6. Attend related conferences and training.
7. Maintain records of presentations and contacts.
8. Organize workshops with both inside and outside facilitators.
9. Respond to inquiries regarding assessment projects, workshops and trainings.
10. Monitor requests, implement a schedule to ensure timely responses, and meet deadlines.
11. Participate in the following committees as an Assessment representative (or assign a designee from the Assessment Committee to serve as the Assessment representative on these committees): Executive Board of the Academic Senate, Accreditation & Institutional Quality (AIQ) Committee, Competency Based Education Implementation Team (CBEIT), Curriculum Committee, and Program Review Committee.
12. Reports to designated educational administrator.

Position is a 2-year commitment and includes reassigned time or stipend as determined by College President and Academic Senate.

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