Appendix T: Revised Statement of Assessment Responsibilities

Revised Statement of Assessment Responsibilities

The University Assessment Committee, the seven college assessment coordinators, and the Associate Vice President for Graduate and Undergraduate Programs have recommended that the responsibility for taking these next steps be distributed as follows:

1. Division of Academic Affairs
   The Associate Vice President for Graduate and Undergraduate Programs will:
   • provide overall leadership for activities pertaining to student learning outcome assessment on campus.
   • provide resources for the accomplishment of these activities.
   • establish timelines for assessment of student learning outcomes
   • hold appropriate actors accountable for fulfilling their responsibilities
   • monitor the assessment results reported in annual reports and/or program reviews
   • synthesize information for reporting purposes to external agencies such as WASC or the CSU Chancellor’s Office
   • convene the academic deans each year to review the results and to recommend actions for the subsequent academic year.

2. Campus Coordinator for Program Review and Assessment
   The coordinator will:
   • contact academic programs to determine their needs for assistance with their responsibilities for assessment;
   • provide workshops and other assistance to faculty, in conjunction with the Faculty Center for Professional Development, external consultants, members of the campus Assessment Talent Bank, and others;
   • provide or arrange for mentoring, sample assessment instruments and sample assessment plans, examples of using assessment in program review, and other relevant materials;
   • make presentations to faculty during new faculty orientations and GE workshops and at other times and places as requested;
   • perform other duties related to assessment as requested.

3. Academic Programs
   Faculty of academic programs or units will:
   • define student learning outcomes for each degree program;
   • identify appropriate assessment methods;
   • conduct program level assessment on an ongoing basis;
   • develop a plan for using the results of assessment for program improvement;
   • send an annual report on assessment to the AVP for Graduate and Undergraduate Programs (this will be incorporated into the annual report required after the MOU once program review is completed);
   • incorporate annual assessment reports into program review.

4. Colleges and College Assessment Coordinators
   The Colleges and the College Assessment Coordinators will:
   • propose assessment activities and projects for funding, and match funds provided by Academic Affairs;
• provide a brief report at the end of each academic year regarding how funding on assessment was deployed and what was accomplished;
• provide assistance to academic programs on student learning outcomes assessment;
• monitor the progress of the academic programs on assessment;
• review the annual reports from each degree program on assessment sent to the AVP for Graduate and Undergraduate Programs.

5. Program Assessment and Review Council
The Program Assessment and Review Council will:
• recommend policies to the Academic Senate related to assessment;
• provide other advice and reports as detailed in the charge of the Council related to assessment, accountability, and program review.

6. Faculty Center for Professional Development
The Faculty Center for Professional Development:
• will offer workshops on assessment and program review for individuals and groups of faculty;
• will provide resources on student learning outcome assessment;
• will maintain the Assessment Talent Bank;
• may assemble teams for program review and assessment consultation.