Memorandum

To: Leon Richards, Chancellor
From: Michaelyn Nakoa, Faculty Senate Chair
Date: 8/28/2012
Re: Recommendation for Assessment Coordinators and Model for Coordination

In regards to the assessment coordinator proposal, the following motions were entertained and decided on at the December 9, 2011 Faculty Senate meeting:

1. Change the language in the proposal for Assessment coordinator from “Discipline Coordinator” to “Discipline Coordination”. This was passed to ensure flexibility of implementation of assessment support in each department. (Passed, unanimously)

2. Recommendation of 6 credits for coordination rather than a range of credits per department, (i.e. 3-6) – Passed (1 abstention)

3. The Senate Nominates Tanya Renner and Sally Pestana for Campus Assessment coordination – Passed (unanimously)

4. Assessment Coordinators will attend all Faculty Senate meetings to report on the status of SLO Assessment including updates on the College’s overall compliance and progress information about status of departments and programs. Passed (unanimously)

Attachment: Proposal for Campus Assessment Coordinators
Proposal for Campus Assessment Coordinators

2 Campus Assessment Coordinators – 6 credits each (one for CTE and one for Liberal Arts)

A&S Department Assessment Coordinators: LLL
Assessment Coordination – 6
Arts Assessment Coordination – 6
Humanities Assessment Coordination – 6
Social Sciences Assessment Coordination- 6
Math Assessment Coordination – 6
Science Assessment Coordination – 6

Note: CTE program coordinators assume responsibilities for program and course assessment. Chancellor, VCAA, and Deans need to determine teaching equivalencies needed for additional assessment work.

A&S Department Assessment Coordinator Responsibilities

- Work with Campus Liberal Arts Assessment Coordinator to support assessment activities in the department
- Aggregate assessment data
- Facilitate dialogues with department faculty around assessment results
- Close the Loop on assessment findings with faculty- in other words, work with faculty to make improvements
- Be a conduit of assessment information from Assessment Coordinator and OFIE to department
- Serve on committee to rewrite general education SLOs
- Serve on Cornerstone Assessment Committee
- Make sure all courses in the department are assessed every five years using student learning artifacts collected over several semesters
- Document assessment findings in assessment reports
- Work with department chair and A&S dean to incorporate assessment results into tactical planning efforts.

Responsibilities of Current Assessment Coordinator (9 credits of TE):

- Review and provide feedback on program, course, initiative and support unit assessment plans and reports.
- Facilitate implementation and monitor campus program and course level assessment plan and make recommendations for adjustments or modifications when necessary
- Maintain campus program and course level assessment scorecard
• Conduct assessment trainings for faculty and staff including the development of SLOs, methods for assessment, summarizing and analyzing data and making improvements.
• Assist faculty and staff with assessment tasks including developing tools, summarizing and analyzing data
• Work with discipline lead faculty and program coordinators to guide program and course level assessment work
• Advise faculty senate and administration on assessment issues
• Assist accreditation liaison officer with assessment reporting
• Develop and maintain laulima site to house assessment information and materials
• Chair FS SLO committee
• Create and modify assessment reporting forms
• Lead Cornerstone Assessment Initiative
• Facilitate development of cornerstone projects
  o Facilitate assessment of cornerstone project
  o Write cornerstone project assessment report
  o Work with curriculum specialist to code cornerstone courses in Banner.