

## **Role of the Department/Program Assessment Coordinator**

### **California State University-Fresno**

The Assessment Coordinator (AC) is a leadership role. Consequently, individuals who possess characteristics of a good leader will be most effective in this position. The specific responsibilities and tasks assigned may vary by department and should fit well with existing department structures (e.g., assessment, curriculum, or program committees). Utilizing existing structures is a good way of avoiding unnecessary duplication of work and assuring that findings get shared and discussed.

#### Assessment Coordinator Characteristics:

- Works well with other faculty members; good interpersonal skills
- Interest in goals of department/program (especially the learning goals) and wants to see them achieved
- Can see the big picture (from the perspective of the whole department/program) and can handle details without getting lost in or sidetracked by them
- Takes initiative; good at follow-through
- Wide-ranging curiosity; desire to know
- Knowledge of assessment/research methods or desire/willingness to learn

#### Assessment Coordinator Responsibilities:

The extent to which these tasks are carried out by the AC or other faculty or staff and the manner in which they are achieved varies by department, but should include:

- Review plan (SOAP) annually to determine what activities should be implemented during the year. Maintain and update plan.
- Determine how assessment activities are to be carried out. Delegate portions of the work and coordinate implementation or carry out the necessary data collection, analysis and interpretation activities.
- Share and discuss findings with rest of department/program faculty to determine if action is needed based on the findings.
- Document assessment activity undertaken, findings, and any action taken as a result (including modifying the assessment plan or instruments).
- Participate in professional development and/or periodic university-level assessment meetings to assure that the department/program assessment is beneficial to teaching, learning and program improvement and is meeting university requirements.
- Liaison with university's office of Institutional Research, Assessment and Planning (IRAP).