**Responsibilities/Tasks for the**

**Academic Program Assessment Coordinator**

**in Spring 2011**

**Support Faculty Members who are Conducting Program Assessments**

* Train faculty members who are new to Program Assessment – instruct them on the administrative procedure of Program Assessment at ECC, the 4 standards and their corresponding criteria that are to be addressed in each Program Assessment Report (PAR), the expected general format of the document, and the importance of planning a reasonable timeline.
* Make sure that Chairpersons and key faculty members are aware of the Program Assessment Schedule developed by Academic Affairs and OPRA (Deans White and Drakulich) – the deadline of a PAR due in a given academic year is January 15th.
* Lend support to faculty preparing PARs by reviewing written components of the PARs, suggesting edits, assisting in experimental design, data collection (by acting as a liaison between the faculty and OPRA and/or IT), and data analysis.
* Lend extra support in the above-mentioned ways to faculty whose PARs are past-due. Meet with this faculty on a bi-weekly basis to ensure that progress is being made toward the completion of the overdue PARs.
* Attend all SAAC meetings to be aware of changes in the Program Assessment Schedule and progress being made toward completing PARs and external evaluations.

**Follow up on Program Assessment Findings**

* Attend the external evaluator’s exit interview and the SAAC SHARE meeting for each program as it completes the assessment process.
* Help any faculty whose PAR received a rank of 3 or 2 to develop an action plan on how to address the inadequacies of the assessment. The action plan must include a timeline indicating what tasks/studies/research will be undertaken in each semester for the following two years, at which time the new and improved PAR should be resubmitted to Academic Affairs and OPRA (Deans White and Drakulich).
* Keep track of which recommendations – either included in the PARs or from the external evaluators’ reports – are being implemented for each program that underwent assessment. That is, assist College Administration, Chairpersons, and faculty members “close the loop,” which is the purpose of assessment after all.

**Research Best Practices**

* Determine what software/interface is available and/or used by other colleges and universities to manage their program assessments and subsequent follow ups. Otherwise, work with IT to develop such software/interface.
* Research Best Practices in Program Assessment at other colleges and universities. Recommend revisions to SAAC in the ECC Program Assessment Protocol as necessary based on findings.

Note: The **Academic Program Assessment Coordinator** is truly a full-time position and should be housed in Academic Affairs, reporting to the Dean of Faculty since the work conducted directly impacts academic programs.

As the Middle States visit is fast approaching this position should probably be filled immediately to show the Middle States team that establishing a solid assessment infrastructure – including necessary personnel – is high priority at ECC.

The person hired for this position should be/possess:

* a faculty member who has experience with the program assessment process at ECC
* able to serve as a liaison between faculty and administration (especially Chairpersons, the Dean of Faculty, OPRA, and IT)
* able to conduct SLO assessment & incorporate such findings into the PARs
* some degree of statistical/quantitative analysis skills
* highly organized and detail oriented
* excellent oral and written communication skills

I am interested in assuming this position for the Spring 2011 semester only to help the College prepare for the Middle States visit. If I am considered, it is important to note that my “conditions” are as follows:

* I need full release time (of my usual 13 credits) for Spring 2011.
* I need to maintain my regular Spring semester daily schedule – that is, I usually teach on Tuesdays, Thursdays & Fridays from 7:30 a.m. until 2:30 p.m. including office hours. I may be available on other days/times and would require the flexibility to change my hours (but not the total number of weekly hours worked) as necessary to meet with various faculty members, hold training sessions, etc. I would work according to the Spring 2011 calendar, that is from January 3, 2011 through April 26, 2011.