

School and Library Assessment Coordinators Responsibilities

School and library assessment coordinators collaborate with the vice provost for curriculum and assessment to coordinate assessment activities across campus. Each coordinator plays a triple role, serving on the College-Wide Assessment Committee (CWAC), chairing the Assessment Committee of the library or of the school to which he or she belongs, and (if from a school) working regularly with all the convening groups in his or her school.

On CWAC, the committee member meets regularly with the rest of the committee to:

- Collaborate with the vice provost for curriculum and assessment to coordinate College-wide assessment activities;
- Review institutional learning goals and work with programs to align institutional learning goals with program learning (goals and) outcomes.
- Review assessment plans and reports from the schools, the library, GECCo, and the College Honors Program to provide peer feedback, to promote collaboration, to identify resources to support assessment activities, and to determine overall progress made towards achieving institutional goals;
- Review institutional assessment data (e.g., NSSE and CLA) and collaborate with the vice provost for curriculum and assessment and/or other bodies to coordinate or to implement, as necessary, institutional assessments of institutional goals;
- Contribute to periodic Assessment Briefs and to the Assessment Website and suggest other assessment-related resources.

If the CWAC member represents the library, he or she chairs the Library Assessment Committee and:

- Calls regular meetings of the Library Assessment Committee to review assessment activities;
- Provides assessment leadership and expertise in the library;
- Works regularly with all librarians to plan, to implement, and to evaluate assessments;
- Ensures that the library has submitted complete, thoughtful assessment plans and reports for review and archiving in a timely manner; and
- Facilitates communication between the library and CWAC.

In addition, the library member of CWAC works with the rest of the Library Assessment Committee to:

- Review goals and outcomes in information literacy to ensure alignment with institutional and general-education learning goals and outcomes in collaboration with CWAC and GECCo;

- Implement independent assessments of information literacy using institutional and/or general-education learning goals and outcomes, review assessment results, and provide feedback for improvement of student learning;
- Collaborate as needed with convening groups, SACs, GECCo, and CWAC to implement assessments of information literacy, to review assessment results, and to provide feedback for improvement of student learning; and
- Submit assessment plans and reports of independent library assessments for peer review by CWAC and for archiving.

If the CWAC member represents a school, he or she chairs a School Assessment Committee (SAC) and:

- Calls regular meetings of SAC to review school-wide assessment activities;
- Provides assessment leadership and expertise in the school;
- Works regularly with all of the school's convening groups as well as other SAC members to establish and/or revise program learning (goals and) outcomes, to align them with institutional learning goals, to map program curricula, and to plan, to implement, and to evaluate program assessments;
- Coordinates and/or implements, in collaboration with other SAC members, school assessment activities, such as syllabi audits and assessment retreats;
- Ensures that all convening groups have submitted complete, thoughtful assessment plans and reports for review and archiving in a timely manner;
- Facilitates communication between convening groups and SAC and between SAC and CWAC;
- Reviews, in collaboration with other SAC members, program-level assessment plans and reports to provide peer feedback, to promote collaboration, and to determine overall progress made towards achieving school goals.