

Student Affairs Assessment Team Roles and Expectations

Student Affairs Assessment Team Mission Statement:

To encourage and facilitate meaningful assessment for continuous improvement.

Roles/Expectations of Unit Assessment Coordinators

- Unit Assessment Coordinators will be responsible for coordinating the assessment efforts in their unit.
- Unit Assessment Coordinators are to be knowledgeable and engaged in the assessment efforts of their unit.
- Unit Assessment Coordinators are to keep the Student Affairs Assessment Team member up to date on assessment developments by maintaining regular contact and freely asking questions, advice, or clarification as issues arise.
- Unit Assessment Coordinators are to communicate regularly with the unit Director and colleagues to continuously evaluate and improve assessment efforts.
- Unit Assessment Coordinators are to be knowledgeable and engaged in the assessment efforts of their unit and to keep historical records of what has been done and what the next steps are in their unit assessment efforts.
- Unit Assessment Coordinators are to work with unit Director to identify whom from the unit would be the most appropriate staff member(s) to present the unit assessment review once every two years.

Roles/Expectations of Student Affairs Assessment Team

- Individual team members will be assigned serve as liaisons for the Student Affairs Assessment Team with Unit Assessment Coordinator for individual departments. Their duties are as follows:
 - to meet regularly with Unit Assessment Coordinators to offer help as a resources in their on-going assessment planning.
 - to serve as coaches and resources. They are not assessment experts nor are they asked to hold units accountable for their assessment process.
 - to review the assessment efforts of all Student Affairs units according to a 2 year cycle.
 - to offer an “outside the unit” perspective to the data that is being developed or presented during unit biennial reviews.
- Team members are required to be active participants in all Student Affairs Assessment Team meetings and discussions.
- Team members will periodically revisit the Assessment Team process and brainstorm ways to improve the process and better meet the needs of the departmental coordinators.
- Chairperson of the team will keep electronic record of all reviews undertaken and share results with the Vice Chancellor for Student Affairs.

Roles/Expectations of the Vice Chancellor for Student Affairs

- The Vice Chancellor will continue to provide leadership and direction for all Student Affairs Assessment efforts.
- The Vice Chancellor will set expectations and accountability with the Student Affairs Directors that they participate with the process of on-going assessment efforts and require their units to:
 - appoint a staff member to be the unit coordinator,
 - be active participants in the assessment process,
 - share data and reporting efforts between all members of the unit,
 - involve stakeholders in their assessment efforts.
- The Vice Chancellor will follow up with Directors on feedback from the Student Affairs Assessment Team regarding assessment efforts within each Student Affairs unit.
- The Vice Chancellor will support assessment team members with their duties.

8/20/08
UWSP