Florida A&M University
Office of University Assessment

Roles and Responsibilities for Assessment Coordinators

Assessment Coordinators are appointed by their College/School Dean/Department Head. The Assessment Coordinator is responsible for facilitating the assessment of student learning and strategic outcomes in their assigned unit(s). The specific roles and responsibilities of the Assessment Coordinator are itemized below.

Primary Roles and Responsibilities

1.) Coordinate Assessment activities for the unit(s) assigned;
2.) In conjunction with other faculty and staff, develops and manages the assigned unit(s) assessment plan and data collection to include:
   a) engaging departmental colleagues in shared conversations about student learning and assessment.
   b) developing quality outcomes for assessment.
   c) developing and updating curriculum maps and assessment activities matrix.
   d) developing and implementing direct and indirect assessment methods that are appropriate for the program.
   e) setting appropriate benchmarks for performance that are aligned where applicable to state/national standards, accreditation standards and industry standards.
   f) collecting data relative to program outcomes.
   g) working with faculty to close the loop between what is found and what needs to be accomplished in support of a culture of excellence.

3.) Facilitate the development and implementation of quality outcomes (e.g. student learning outcomes, performance based outcomes, operational outcomes, research outcomes, community service outcomes) that are aligned with the unit’s mission and strategic vision for the university.
4.) Prepare and disseminate materials to assist faculty and departments in the development of effective, meaningful, and manageable strategies for the assessment of student learning.
5.) Serve as a liaison and resource for assessment updates within unit(s) assigned.
6.) Provide Assessment related training in unit(s) assigned.
7.) Attend assessment related meetings and training sessions sponsored by the OUA.
8.) Ensure the accuracy and timely submission of all assessment plans and reports, as well as other related documents.
9.) Ensure timely revision of assessment reports and plans based on feedback received from the OUA.
10.) Disseminate assessment related information to faculty, staff and administrators of the unit(s) and subunits assigned.
11.) Responsible for completing all assessment related instruments disseminated by the OUA.
12.) Responsible for ensuring where appropriate that all accreditation assessment outcomes are represented in their assigned unit(s) assessment plans and reports.

Effective Date October 21, 2015