

Assessment Coordinator Roles and Responsibilities

As part of the overall effort to enhance assessment of student learning and institutional effectiveness, Temple University established the university-wide Assessment Planning Committee (APC). The Assessment Planning Committee consists of two subcommittees: 1) Student Learning Assessment and 2) Administrative and Support Area Assessment. The APC and its subcommittees are comprised of assessment coordinators¹ who represent their school, college or administrative unit.

Assessment Coordinators:

1. Represent their units on the APC and appropriate subcommittee.
2. Serve as a liaison between school/college and the Office of Institutional Research and Assessment.
3. Disseminate information on best practices and assessment resources to their units.
4. Ensure that members of their units satisfy annual assessment reporting requirements.
5. Articulate and advocate for the assessment training needs of their units.
6. Articulate internal and external expectations for assessment within their units.
7. Ensure that assessment is incorporated into the overall planning and improvement culture of the unit.

The assessment coordinator role may vary by subcommittee membership.

Student Learning Assessment Subcommittee (SLAC) members

- Monitor completion of annual assessment reports within the Student Learning Assessment Management (SLAM) system:
 - Confirm all active academic degree programs appear in SLAM
 - Confirm/update faculty responsible for the assessment report submissions for each program
 - Communicate deadlines to programs
 - Assist programs with questions/issues/concerns related to completing assessment reports
 - Review assessment reports and provide feedback to programs
- Provide feedback to the Office of Institutional Research and Assessment regarding improvements/enhancements to the assessment reporting process and SLAM

Administrative and Support Area Assessment Subcommittee (ASAC) Coordinator Roles:

- Ensure compliance with completion of annual assessment reports:
 - Confirm all reporting programs/departments
 - Confirm/update reporting contacts for programs/departments

¹ Note: Academic and administrative units are not required to hire an “assessment coordinator” but are responsible for designating an individual to represent the unit on the APC. The individual should be someone for whom assessment or accreditation management is a significant component of their work.

- Remind programs/departments to complete assessment reports prior to submission deadline
 - Assist programs with questions/issues/concerns related to completing assessment reports
 - Review assessment reports and provide feedback to programs
- Provide feedback to the Office of Institutional Research and Assessment regarding improvements/enhancements to the assessment reporting process