

Assessment Liaison Responsibilities

Assessment Liaisons play an essential role in decisions about assessment work at Vincennes University. Liaisons represent their college during assessment discussions, and they are the principle connection between the Assessment Committee and the faculty in their college doing assessment work. They are VU's assessment leaders and represent the Assessment Committee to anyone wanting to understand the work of the Committee.

An Assessment Committee Liaison:

- Represents the Assessment Committee and its work to the Dean and faculty of his or her college.
- Helps faculty in his or her respective college understand the assessment process.
- Takes a leading role in completing his or her department assessment plan and assists other departments with their assessment plans.
- Meets with faculty to help program faculty develop new assessment projects, as needed.
- Meets with respective College faculty to help them understand Assessment Committee review comments and to help them accurately and fully complete assessment forms and reports after drafts have been reviewed.
- Reads all assessment reports and comes to meetings prepared for the Committee's assessment and improvement discussions.
- Attends the weekly Assessment Committee meeting and, teaching schedule permitting, attends extra review sessions, as they are needed.
- Maintains currency on VU's assessment process by doing such things as reviewing new Committee plans and materials, participating in assessment discussions, and attending or participating in assessment workshops.
- Keeps the Director and the Office of Institutional Effectiveness informed about both assessment progress and problems in the College and works with the Director to overcome problems.
- Assists, when possible, with other assessment work, such as the Campus Quality Survey, Community College Survey of Student Engagement, and general education assessment.

An Assessment Committee Liaison should not:

- Complete assessment reports for other programs.
- Take sole responsibility for dealing with those refusing to do or angry about assessment.
- Take responsibility for selecting program faculty who will be responsible for completing assessment reports; the choice of the responsible person is a departmental decision.