

DATE: April 21, 2016

TO: Jacqueline Huntoon  
Provost & VP for Academic Affairs

FROM: Brian Barkdoll  
Senate President

SUBJECT: Senate Proposal 29-16

COPIES: Glenn D. Mroz, President  
Dale R. Tahtinen, Secretary of the Board of Trustees

At its meeting on April 20, 2016, the University Senate approved Proposal 29-16, "Proposal to Formally Establish Assessment Liaisons in all Units Mandated to Participate in the Assessment Process". The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

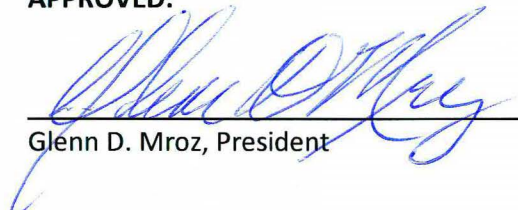
This proposal is approved pending acceptance of editorial changes as noted in the attached document and memo.

**APPROVED:**

  
Jacqueline E. Huntoon, Provost & VP for Academic Affairs

May 16, 2016  
Date

**APPROVED:**

  
Glenn D. Mroz, President

5/17/16  
Date

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Brian Barkdoll, Senate Secretary  
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*Jacqueline E. Huntoon*

**FROM:** Jacqueline E. Huntoon, Provost and Vice President for Academic Affairs

**DATE:** May 16, 2016

**SUBJECT:** Administration's Response to Senate Proposal 29-16

Following is the administration's response to Senate proposal 29-16, "Proposal to Formally Establish Assessment Liaisons in all Units Mandated to Participate in the Assessment Process."

Approved pending acceptance of editorial changes. Following is a summary of the changes:

1. Page 1, third bullet under Appointment – editorial changes and clarification of the word term to mean a three-year term.
2. Page 2, fifth bullet under Responsibilities - The University does not currently have a database that liaisons would need to update; the new AQUA program will not necessarily serve as a University archive for assessment results. To allow flexibility on this front, the bullet is revised to make the responsibility be a periodic updating of the University, in whatever form that might take, as required for each unit.
3. Page 2, seventh bullet under Responsibilities - The bullet is revised to eliminate the phrase "and associated documents (e.g., rubrics)" because that passage may be construed to mean that revision of rubrics and other associated goal documents may be restricted to action by liaisons only. Rubric revisions may need to occur at the level of the goal committees that use them annually for General Education assessment. Unit liaisons may not use a rubric for assessment as frequently as the associated goal committee, and the university-wide use of a rubric by all liaisons may happen only once every ten years. Revision of rubrics and other goal-associated documents should not be so restricted.
4. Other edits were the addition of commas, such as the comma required after the Latin abbreviations e.g. and i.e. in the parenthetical phrases in the bullets under Responsibilities.



# The University Senate of Michigan Technological University

## Proposal 29-16 (editorial change: 04-20-16)

(Voting Units: Academic)

### "Proposal to Formally Establish Assessment Liaisons in all Units Mandated to Participate in the Assessment Process"

We propose that assessment liaisons be appointed in all academic units that are obligated to participate in the ~~Gen Ed and Assessment degree~~ program assessment process.

#### 1. Background

The proposal is a follow-up to a campus-wide consultation conducted by the General Education and Assessment Committee in 2015. At that time, it was noted that there were critical gaps in the assessment and communication process. Under the current system the communication to departments has been channeled through department chairs. The structure at the departmental level was found to be mostly informal. The intent of the resolution is to improve the system by establishing departmental assessment liaisons.

#### 2. Rationale

The appointment of assessment liaisons will enhance the capacity to engage faculty in the continuous assessment of student learning, build a culture of evidence, and utilize evidence to build high quality programs for student learning.

#### Appointment

Assessment liaisons are designated faculty or staff who serve as resource personnel for their departments, programs or majors. The position of assessment liaison is a significant department and university service assignment. Faculty/staff who are new to campus, or who serve as department chairs (i.e., have personnel responsibilities in addition to their program responsibilities) should not be recommended for these assignments.

- Assessment liaisons are appointed by the department chair or program/unit director for **at least** three years. A shorter term may be approved in consultation with the Associate Provost responsible for assessment.
- Changes in assessment liaisons should be reported promptly to the Associate Provost.
- Since liaisons develop expertise with the assessment process, it is encouraged **that** liaisons serve for more than one three-year term.
- There may be more than one liaison per department depending on the needs of the unit.



## Responsibilities

Assessment liaisons are not expected to have sole responsibility for developing or executing assessment plans, and the final responsibility for the adequacy of program/unit assessment work remains with the department chair or program/unit director. Discussions of assessment issues, assessment plan revisions and assessment results typically are led by the department chair or program/unit director with the liaison serving as resource person. Assessment liaisons are responsible for the following:

- Attending institutional effectiveness training meetings to learn about the University's assessment goals and plans.
- Attending regional and national meetings, conferences or other forums related to assessment as needed to advance assessment related goals.
- Identifying and sharing best assessment practices.
- Becoming familiar with all components of the department/program/unit assessment plan (e.g., outcomes, assessment methods, timetables for data collection).
- ~~Periodically entering data to u~~Updating the university ~~periodically~~database as required for each unit.
- Ensuring that department/program student learning outcomes are listed correctly in the relevant places (e.g., web sites).
- Representing their units for the periodic review of learning goals ~~and associated documents (e.g. rubrics).~~
- Liaise ~~Liaising~~ with the Assessment Council for their unit as needed.

It is expected that assessment will be a significant responsibility for individuals undertaking it. Assessment liaisons may therefore be eligible for adjustments to their work assignments as determined by the head of each unit.

## Sources consulted

University of Rochester, <http://www.rochester.edu/provost/archive/currentinitiatives/student-learning-assessment.html>

California State University, Northridge <http://www.csun.edu/assessment-and-program-review/assessment/aalc-charge>

University of North Carolina-Ashville, [https://irep.unca.edu/sites/default/files/Assessment liaison agreement, Sp 2014.pdf](https://irep.unca.edu/sites/default/files/Assessment%20liaison%20agreement,%20Sp%202014.pdf)

The University of Texas at Brownsville, <http://www.utb.edu/vpaa/assessment/Pages/Program-Outcomes-Assessment.aspx>

University of Toledo,

<https://www.utoledo.edu/offices/provost/assessment/committees/liaison.html>