

The University Senate of Michigan Technological University

Proposal 29-16

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(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 to 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~~ update the university ~~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>