

Role of the Assessment Coordinator

All academic degree programs will select a faculty or staff member of their choice to serve as an Assessment Coordinator. This includes all bachelor's, master's, doctoral, and advanced graduate certificate programs. The Assessment Coordinator will serve as the primary point of contact and liaison between the program and the Office of Educational Effectiveness (OEE). The responsibilities of the Assessment Coordinator include:

- Participation in relevant assessment trainings, workshops, and events provided by OEE;
- Correspondence with OEE on behalf of the program through email, phone, and in-person or zoom meetings, as needed;
- Collaboration with program faculty and staff to create and document a comprehensive program assessment plan to measure student learning;
- Assist OEE to identify additional participants in assessment initiatives (Ex: General Education Assessment participants);
- Ensure timely submission of annual program assessment reporting requirements.

Serving as an Assessment Coordinator can be a valuable opportunity for professional development as well. The benefits of this role include:

- Opportunities to participate in a variety of local, free or low-cost trainings, workshops, and events led by assessment professionals;
- University service opportunities through membership or leadership roles on Councils, Committees, and other working groups related to assessment;
- Opportunities to be recognized at the Provostial level for excellence in assessment;
- Learn strategies to improve program outcomes, refine curriculum, enhance the student experience, and generate meaningful information for data-driven decision-making;
- Increase interdisciplinary collaboration with assessment colleagues across SBU schools and colleges;
- Eligibility to apply for future OEE-sponsored professional development opportunities in assessment.

The Assessment Coordinator serves in an integral role for the program, but is not solely responsible for the implementation and measurement of student learning. Rather, assessment is a collaborative process which requires input from all key faculty and staff in order to generate meaningful data. Coordinators need the support and participation of academic leaders (Deans, Department Chairs, Program Directors) and their faculty colleagues for assessment to be a sustainable, successful, and inclusive process.

In accordance with the University's Academic Program Assessment Policy, the results from the assessment of student learning may not be used for the evaluation of individual faculty or administrators in appointment, promotion, or tenure processes.