

## Department/Program Assessment Coordinator (PAC)

In consultation with department chairs, the college dean appoints Program Assessment Coordinators. PAC receives 3 WTU's of assigned time per academic year.

The responsibilities of a Program Assessment Coordinator follow:

1. In conjunction with other faculty, developing and managing the program's/department's assessment plan and data collection including:
  - a. engaging departmental colleagues in shared conversations about student learning and assessment.
  - b. developing program goals and student learning objectives.
  - c. developing a program curriculum matrix and assessment activities matrix.
  - d. developing and implementing direct and indirect assessment methods appropriate for the program.
  - e. collecting data about the program and student learning.
  - f. working with other faculty to close the loop between what is found and instruction.
  - g. reporting the use of assessment and specific changes for posting on the university's website .
2. Becoming knowledgeable and staying abreast of developments in assessment of student learning. This may include attending assessment conferences and participating in faculty development workshops to improve assessment knowledge and skills.
3. Participating as a member of the Assessment Council (AC). The council will generally meet once a month and is comprised of the Program Assessment Coordinators (PACs) and the Faculty Coordinator for the Assessment of Student Learning, who convenes the group. Activities include:
  - a. sharing information about effective direct methods for improving and assessing student learning.
  - b. reviewing and encouraging the scholarship of teaching and assessment.
  - c. supporting the development and improvement of departmental assessment plans.
4. If requested, serving as a member of the Assessment Leadership Team.
5. Providing semi annual updates of progress and/or achievements (at the end of each semester) to the department chair, college dean and the Faculty Coordinator for the Assessment of Student Learning.

### Qualifications for Program Assessment Coordinator

1. Full-time tenure/tenure track faculty at CSU Stanislaus
2. Ability to work effectively with all members of program/department
3. Willingness to learn and apply relevant assessment concepts and techniques
4. Strong communication and organizational skills