

Northeast Community College

Institutional Assessment Roles

Students	<ul style="list-style-type: none">➤ Understand assessment as an integral and mutually beneficial part of their education.➤ Participate in assessment activities that provide samples of student learning outcomes for assessment purposes. These include but are not limited to: Surveys, CAAP exam, Focus groups, class room activities.➤ Serve as representatives on college assessment committees.➤ Give feedback about assessment activities in order to provide for continuous improvement of teaching and learning.➤ Provide mentoring and sharing about assessment to peers.➤ Improve learning as a result of changes made because of assessment results.
Faculty	<ul style="list-style-type: none">➤ Understand assessment as an integral and mutually beneficial part of education.➤ Conduct normal classroom assessment for the purpose of improving student learning.➤ Provide artifacts of measurement to the assessment committee to be used for college wide assessment of student learning.➤ Serve as evaluators for general education and program assessment as needed.➤ Serve on assessment committees as needed.➤ Participate in professional development activities as provided to stay abreast of assessment trends and procedures.➤ Respond in a timely manner to requests calling for assessment data.➤ Write year-end reports.➤ Implement change as a result of findings & recommendations.
Co-chairs & Assessment Taskforce	<ul style="list-style-type: none">➤ Understand assessment as an integral and mutually beneficial part of education.➤ Develop, implement, and supervise best practices in the assessment of student learning at NECC.➤ Write general education year-end report➤ Review year-end reports.➤ Instigate potential changes for the assessment plan.➤ Monitor progress.➤ Keep detailed and accurate records of NECC assessment.

<p style="text-align: center;">Division Deans</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Assist faculty in their division with assessment procedures. ➤ Gather assessment plans for their division. ➤ Link with the Assessment Taskforce to facilitate assessment. ➤ Participate in the <i>General Education Assessment Taskforce</i> work. ➤ Promote assessment work and reinforce assignments requested from Assessment Task Force. ➤ Become a resource for the Task Force with support and guidance when necessary. ➤ Review year-end reports. ➤ Implement change as a result of findings & recommendations.
<p style="text-align: center;">Director of Institutional Research</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Provide resources for assessment data analysis, and measurement strategies including both direct and indirect measures. ➤ Support assessment procedures with timely data analysis. ➤ Design surveys. ➤ Work to administer CAAP test and other assessment measures. ➤ Assist in the writing of reports.
<p style="text-align: center;">Executive Director of Institutional Advancement</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Coordinate public reporting of assessment results. ➤ Assist in developing reports for the Higher Learning Commission. ➤ Assist with incorporating assessment reports and results into strategic plan accomplishments.
<p style="text-align: center;">Vice President Educational Services</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Lead and coordinate the direction and leadership of faculty-driven institutional assessment. ➤ Promote assessment with directives to deans regarding assessment assignments. ➤ Meet weekly with assessment team to clarify direction. ➤ Work with co-chairs on assessment budget issues. ➤ Review year-end reports. ➤ Implement change as a result of findings and recommendations.

<p style="text-align: center;">Vice President Administrative Services</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Demonstrate support for assessment through careful financial planning and compensation.
<p style="text-align: center;">Vice President Student Services</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Demonstrate support for assessment by providing information from student information systems and help from support services. ➤ Assist with efforts to foster an assessment friendly environment for students.
<p style="text-align: center;">President</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Promote assessment as a vital link to student learning; offering vision and importance. ➤ Charge the college to build solid assessment program. ➤ Provide the financial commitment for assessment practices. ➤ Demonstrate commitment to pursue and follow through with assessment leadership and direction.
<p style="text-align: center;">Board of Governors</p>	<ul style="list-style-type: none"> ➤ Understand assessment as an integral and mutually beneficial part of education. ➤ Review yearend assessment reports. ➤ Support and ratify policies that provide for successful assessment practices at NECC.