12. Assessment of Student Learning - Responsibilities and Structure

Provost’s Responsibility

The Provost has the responsibility to provide overall leadership to the University's Assessment of Student Learning initiative and, specifically, to:
• Communicate the value that the assessment of student learning has for improving student learning, academic programs and instructor satisfaction
• Supervise the Associate Provost in his/her Provost’s Appointees in their assessment-related responsibilities
• Meet with liaisons of departments/programs, departments, department chairs, program directors and deans on a selective basis to ensure ongoing engagement in assessment efforts.

Assessment Committee

Rider’s mission focuses on academic excellence and the University’s commitment to an environment centered on student learning. Indeed, well before the development of Strategic Plan 2005 – 2010, Rider was engaged in a comprehensive assessment of student learning outcomes effort as a means of enhancing student learning, assuring academic program quality, and demonstrating at appropriate points throughout the curriculum and at graduation that our students have, to the fullest extent that their efforts make possible, mastered the curriculum. Further, the University recognizes, as Middle States has indicated, that those best qualified to develop “clearly articulated learning outcomes, the knowledge, skills, and competencies that students are expected to exhibit upon successful completion of a course, academic program, co-curricular program, general education requirement, or other specified set of experiences” are those closest to the classroom, the faculty teaching the students. Rider’s faculty recognize the positive impact that assessment has on student learning in their courses and programs and are fully engaged in an ongoing academic assessment effort, now up and running in departments/programs (including the
libraries). This assessment effort covers general education, foundational skills and competencies, and upper divisional studies.

**Responsibility**

The Assessment Committee has the responsibility to oversee the implementation of the University's Assessment of Student Learning initiative and to advise the Provost on policy and actions that will lead to continuing progress in the use of the assessment of student learning outcomes as part of our commitment to ongoing improvements in the teaching and learning process. The Committee will meet twice each semester to discuss the challenges and hurdles that departments/programs face in the implementation of their assessment activities and to monitor their progress.

**Membership (15)**

- One representative from each of the colleges/schools (Business Administration, Continuing Studies, Education, Fine and Performing Arts, Liberal Arts and Sciences, Westminster Choir College), appointed by the college/school APCs appointed by each of the APCs: CBA, CCS, LIB, SEAPOC, SFPA, SLAS, and WCC.
- Four “at-large” faculty members, experienced in assessment, appointed by the UAPC.
- Two representatives from Student Affairs, appointed by the Dean of Student Affairs.
- One representative from University Libraries.
- Two ex-officio members: Associate Provost (co-chair), Associate Director for Faculty Development (co-chair).

Members will serve three-year terms, renewable by mutual agreement. In the first year, veteran members will be given one- or two-year terms to initiate a staggered cycling-in of new members.
Responsibilities of Members

• Communicate the value that the assessment of student learning has for improving student learning, academic programs and instructor satisfaction
• Monitor and improve the alignment of individual department/program assessment efforts with the University's mission and Strategic Directions
• Serve as liaisons/mentors for (typically) four academic departments/programs engaged in assessment
• Review bi-annual assessment reports of their departments/programs and provide each department/program with a written response that includes a summary evaluation of progress and comments addressing specific details of the report
• Report bi-annually to the Assessment Committee on the progress/status of their departments/programs (½ each semester) and at any time when he/she has concerns about the progress being made
• Recommend to the UAPC updates and revisions to the Undergraduate Student Learning Objectives and Competencies as needed

Associate Provost—Responsibilities of the Provost’s Appointees

With leadership from the Provost, direct the implementation of the University’s Assessment of Student Learning initiative:

• Communicate the value that the assessment of student learning has for improving student learning, academic programs and instructor satisfaction
• Enhance the effectiveness of formal assessment efforts, including coordinating faculty development opportunities that will inspire and guide faculty and programs in their assessment work; providing opportunities for faculty to learn about effective teaching and assessment strategies; facilitating inter-departmental connections with assessment efforts, where appropriate
Co-Chair and Facilitate the work of the Assessment Committee (with the assistance of the Office of the Provost, as requested, and the Associate Director for Faculty Development [TLC], as assigned):
• Schedule and organize the agenda of the Assessment Committee
• Organize bi-annual reports from liaisons to the Assessment Committee
• Working with college and school APCs and with the UAPC, manage Assessment Committee membership (in consultation with the Provost)
• Plan and provide appropriate assessment-related training for new Assessment Committee members

Associate Director for Faculty Development (TLC) Responsibilities

• Communicate the value that the assessment of student learning has for improving student learning, academic programs and instructor satisfaction
• Promote and support the in-depth examination of the scholarship of teaching and learning by providing opportunities to examine teaching practice and student learning outcomes assessment
• With guidance from the Associate Provost, manage the day-to-day activities of the University’s Assessment of Student Learning initiative and the Faculty Mentoring program (to be developed by the Task Force on Mentoring), including maintaining the Assessment of Student Learning Status Report (to be developed—covering each department, its liaison, reports due/status and relevant commentary)
• Assist Associate Provost with his/her assessment responsibilities, as assigned

Deans’ Responsibilities

• Communicate the value that the assessment of student learning has for improving student learning, academic programs and instructor satisfaction to the faculty of his/her college/school
• Assume responsibility for ensuring the ongoing engagement of all departments/programs in his/her college/school in the University's Assessment of Student Learning initiative and the alignment of College level learning goals with accreditation standards
• Provide an annual college/school assessment report/presentation to Deans' Council, covering the status of all departments/programs in his/her college/school

Chair/Program Directors’ Responsibilities

• Communicate the value that the assessment of student learning has for improving student learning, academic programs and instructor satisfaction to the faculty of his/her department/program
• Assume responsibility for ensuring the ongoing engagement of his/her department/ program in the University’s Assessment of Student Learning initiative.

(UAPC 14-01)