

# Quick Guide to Suggested Roles and Responsibilities for Undergraduate Program-level Assessment of Student Learning

*This quick guide was prepared by the WSU Office of Assessment for Curricular Effectiveness (ACE), with input from faculty and leadership, and is intended to help WSU programs and faculty consider infrastructure for undergraduate program-level assessment of student learning. Contact us at [ace.office@wsu.edu](mailto:ace.office@wsu.edu) for more information.*

At WSU, departments/schools and faculty have the responsibility to develop, implement, and use meaningful learning outcomes assessment in degree programs, to meet the evolving needs of students and disciplines. Chairs/Directors oversee the design, implementation, and use of program-level assessment for their unit's degrees, often delegating some degree program assessment responsibilities to a faculty assessment coordinator, to support high quality academic programs and student learning achievement.

## Chair/Director

- Provide leadership and oversight for assessment of each degree program (see [EPPM](#)); supervise the delivery and assessment of the department's/school's curriculum on all campuses
- Communicate the value of program-level assessment to the department/school; articulate goals/questions and priorities; ensure program student learning outcomes are reviewed by faculty and published in the WSU Catalog
- Oversee the development and resourcing of a sustainable assessment plan, including faculty and all campuses offering the degree
- Ensure program assessment results are regularly reviewed and shared for discussion in the department/school to: i) inform decision-making to support student learning and effective curricula (may involve undergraduate studies or other committee); and ii) determine the extent to which majors are achieving the program's learning outcomes near the end of the curriculum
- Ensure infrastructure where program assessment results are analyzed, shared, and used; and documents are regularly archived, with appropriate stewardship and access in the department/school; locate and structure *assessment* so it feeds into decision-making about *curriculum* and *instruction*
- Ensure each degree program reports on program assessment annually, submitting a report to ACE
- Involve faculty and a committee structure as appropriate to the department/school; recognize program assessment in faculty workload and in annual review; support faculty development in assessment
- Appoint a faculty assessment coordinator or explicitly include those duties in another appointment; empower that individual to lead assessment and engage faculty

## Faculty Assessment Coordinator

- Develop a working knowledge of good practices in assessment in the discipline
- Implement the degree program's assessment plan; coordinate assessment efforts and logistics, with faculty participation across all campuses offering the degree (may involve UGSC or other committee)
- Liaise with chair/director and departmental committee, faculty, and support offices
- Analyze program assessment results and prepare them for discussion by chair/director, curriculum or related committees, and faculty; archive assessment results and documents for the program
- Prepare the annual program assessment report for chair/director approval
- *Note: Initially, additional effort and support are typically needed for interdisciplinary or multi-campus program assessment, or when a degree is extended online.*

## Faculty Committee or Working Group

- Advise the chair/director and/or faculty assessment coordinator on matters related to program assessment (e.g., raise questions, give advice, and notice gaps)
- Regularly interpret program assessment results, develop takeaways, and make recommendations for action/use to program stakeholders (e.g., chair/director, curriculum or related committees, program faculty, etc.) for consideration, adoption, and/or implementation; regularly review data to determine the extent to which majors are achieving program learning outcomes near the end of the curriculum
- Serve as a working group for discrete program assessment tasks (e.g., developing or revising program learning outcomes, assessment measures and processes, etc.), before items go to program stakeholders (e.g., chair/director, curriculum or related committees, program faculty, etc.) for consideration, adoption, and/or implementation
- *Note: Ideally, this committee/working group is connected in some way to the program's locus of decision-making for curriculum and instruction, so recommendations feed into that decision-making*

## Faculty Who Teach in the Undergraduate Program

- Participate in program assessment activities (e.g., develop/update learning outcomes, evaluate student work for program assessment, set performance expectations for learning outcomes achievement)
- Situate own courses in the curriculum, and advance student achievement of program learning outcomes
- Interpret, discuss, and act on program assessment results; refine own courses and/or coordinate with other faculty/courses/sections; participate in committee or faculty meetings about program assessment
- *Note: Faculty who teach may participate similarly in assessment for UCORE (general education) and for interdisciplinary degree programs, as appropriate.*

## Dean, Associate Dean, & Academic Vice Chancellor

- Provide overall leadership and oversight of program assessment in the college and/or campus
- Communicate the value of program assessment in the college and/or campus; articulate goals
- Ensure effective program assessment of student learning in the college and/or campus
- Identify needs to build and sustain program assessment at all levels, including infrastructure, over time; support effective communication and expectations in multi-campus programs
- Review summaries of annual program assessment reporting prepared by ACE; use program assessment data in college and/or campus decision-making and strategic planning

## WSU Support & Resources

### Office of Assessment for Curricular Effectiveness (ACE)

- Consult with and support undergraduate academic programs, colleges, and campuses in planning and implementing program-level assessment of student learning, analyzing program assessment data, and sharing results for decisions about curriculum and instruction (see [Our Services](#) for more details)
- Help build undergraduate program assessment capacity and systems at WSU; provide faculty development and training; review literature and share good practices for activities and innovation
- Manage annual undergraduate program assessment reporting and prepare annual summaries for the Provost, Deans/Associate Deans, and campuses, and to support university accreditation; archive annual reports and summaries

*Note: For graduate programs, the Graduate School conducts graduate program reviews and supports faculty and staff in their use of assessment data to ensure the continued development, growth, and sustainability of WSU graduate degree programs. See [Graduate Program Review and Assessment](#) for more information.*