

HWC Special Assignments for Assessment Committee Fall 2012 – Departmental Assessment Pilot

3 Department Assessment Liaison positions

1. Carrie Nepstad – Applied Sciences
2. Paul Wandless – Art
3. Erica McCormack – Humanities

Current Job Title: Faculty

Special Assignment Supervisor's Name and Title: Dr. Michael Heathfield, Chair Assessment Committee

Assignment Effective From/To: August 6, 2012 to December 8, 2012

Semester: Fall 2012

Number of Hours/Number of Weeks: 6 hours weekly

Assignment Title: Department Assessment Liaison

Explain the duties associated with this assignment:

Key faculty to lead new pilot in expanding our assessment profile through host department. Works within department to establish unit of assessment, student learning outcomes, assessment metrics and process. Coordinates data gathering and feedback to Department and Assessment Committee.

Explain the departmental benefit of this assignment:

Assessment at a range of levels will be expected for successful re-accreditation. This places new institutional resources in departments to build sustainable departmental assessment. Allows faculty to create and establish a collegiate departmental assessment program.

Indicate the employee qualifications for this assignment:

Carrie Nepstad – Applied Sciences. Carrie is a previous Chair of Assessment and has extensive assessment expertise at college and national levels.

Paul Wandless – Art. Paul has extensive assessment experience and has taken on assessment roles and leadership within his department.

Erica McCormack – Humanities. Since joining the faculty, Erica has been an active, engaged and valued member of the Assessment Committee. Her background makes her highly suitable for this expanded role and responsibilities.

Release Time for Load:

Contact Hours 3

Signatures

Named Faculty

Mike Heathfield

Armen Sarrafian

Onwards!

JUSTIFICATION FOR SPECIAL ASSIGNMENT

- 1 College:** Harold Washington
- 2 Title of Assignment:** Department Assessment Liaison
- 3 Description of Assignment**

This pilot will establish practical units of assessment at the departmental level from which the appropriate student learning outcomes will be defined. In partnership with department faculty, the Liaison will establish assessment protocols, tools and processes. The Department Liaison will coordinate and lead this activity to embed departmental assessment successfully. Assessment results will be shared and utilized to improve student learning outcomes and success at the Department level.

- 4. Dates:** August 6, 2012 to December 8, 2012

Copy all other information from Special Assignment Form.

1 Department Assessment Coordinator position

1. David Richardson – Humanities

Current Job Title: Faculty

Special Assignment Supervisor's Name and Title: Dr. Michael Heathfield, Chair Assessment Committee

Assignment Effective From/To: August 6, 2012 to December 8, 2012

Semester: Fall 2012

Number of Hours/Number of Weeks: 6 hours weekly

Assignment Title: Department Assessment Liaison

Explain the duties associated with this assignment:

Key faculty to coordinate new pilot expanding our assessment profile through selected departments. Works with department assessment liaisons to establish protocols and procedures for assessment at this level and designs how this new work combines and adds to Assessment Committee charge, roles, functioning and practical operations.

Explain the departmental benefit of this assignment:

Assessment at a range of levels will be expected for successful re-accreditation. This places new institutional resources in departments to build sustainable departmental assessment. Allows faculty to create and establish a collegiate departmental assessment program. Expand and builds on successful Assessment Committee history.

Indicate the employee qualifications for this assignment:

Dave Richardson is a Distinguished Professor with a long time commitment to the work of the Assessment Committee. He has extensive assessment expertise.

Release Time for Load:

Contact Hours 3

Signatures

Named Faculty

Mike Heathfield

Armen Sarrafian

Onwards!

JUSTIFICATION FOR SPECIAL ASSIGNMENT

- 1** **College:** Harold Washington
- 2** **Title of Assignment:** Department Assessment Coordinator
- 3** **Description of Assignment**

This pilot will establish practical units of assessment at the departmental level from which the appropriate student learning outcomes will be defined. In partnership with Department Assessment Liaisons, the Coordinator will support the creation of assessment protocols, tools and processes. The Department Assessment Coordinator will lead this activity to enmesh this new level of assessment into the standard practices of the Assessment Committee and create feedback strategies for all stakeholders.

- 5. Dates:** August 6, 2012 to December 8, 2012