

ACADEMIC ASSESSMENT SUPPORT CONTACTS IN THE PROCESS

1. Academic Assessment Coordinators: An Assessment Coordinator is assigned within each College and School at the University of Hartford.

Assessment Coordinators are a resource to faculty if they have questions about the assessment process or if they would like more information about how to complete the report. This individual also reaches out to faculty throughout the year to see how they are progressing on their assessments. The Assessment Coordinator may work on the following duties:

- Informing and directing faculty to the trainings/norming sessions for Essential Learning Outcome (ELO) assessments.
- Distributing ELO forms to the correct faculty contacts.
- Answering questions related to the assessment process. When appropriate, providing consultations on whether a certain assignment could be a good fit for ELO assessment.
- Gathering faculty ID's to help with the distribution of stipends to faculty for participating in the ELO training and completing the ELO assessment.

Essentially, their role is similar to that of a program manager for faculty completing their prescribed assessments.

Sometimes, there are two Assessment Coordinators per School/College, where one coordinator oversees Program Learning Outcome (PLO) Assessment and the other oversees Essential Learning Outcome (ELO) assessment; in other cases, one Assessment Coordinator is overseeing both PLO and ELO assessment.

2. Office of Institutional Effectiveness and Assistant Director of Assessment: The Office of Institutional Effectiveness (OIE) coordinates academic assessment activities, supports the use of the academic assessment technologies, and oversees outcomes reporting. The Assistant Director of Assessment is a member of the Office of Institutional Effectiveness (OIE) and is charged with the following duties:

- Training faculty on the software used for Program Learning Outcome Assessment (UHart currently uses a Watermark software called Planning & Self-Study, or P&SS).
- Sharing resources with faculty across campus on how to do academic assessment.
- Working one-on-one as a consultant to complete assessments for both Program Learning Outcome (PLO) Assessment and Essential Learning Outcome (ELO) assessment.
- Offering a supporting role for Assessment Coordinators; available to the Academic Assessment Coordinators to work actively with faculty with any questions about the assessment process.
- Processing stipends for any faculty who have participated in ELO assessment.

4. Assessment Leadership Team: The Assessment Leadership Team is made up of the Associate Provost for Academic Affairs, the Executive Director of Institutional Effectiveness, an Associate Dean, and the Assistant Director of Assessment.

This group reviews assessment practices on campus, develops training opportunities, and provides feedback on assessment reports.