Assessment of Student Learning in Degree Program-level Assessment
Summary of Suggested Roles and Responsibilities at WSU

1. Chair/Director Responsibilities for Degree Program Assessment
   - Provide leadership and oversight for assessment of each degree program (see EPPM); supervise the delivery and assessment of the department’s curriculum (see Provost’s Guidelines for Chairs) on all campuses
   - Communicate the value of assessment to the department/school; articulate goals/questions and priorities; use assessment to address questions or issues
   - Implement and resource a sustainable assessment plan, including all campuses
   - Ensure student learning outcomes are reviewed and published (department website and catalog)
   - Involve undergraduate and graduate studies or curriculum (or similar committee) and all campuses
   - Ensure assessment results are regularly reviewed and shared for discussion; disaggregate as needed; include assessment data in department’s decision-making; address campus-specific topics with campus leadership, including academic directors
   - Ensure the program reports annually on program assessment to ATL; review and approve the program’s annual program assessment report prior to submission
   - Ensure infrastructure so assessment data and documents are regularly archived, with appropriate data stewardship and access to department members on all campuses
   - Coordinate assessment in interdisciplinary programs that involve the department
   - Recognize assessment in workload and in AR; support faculty development in assessment

2. Faculty Assessment Coordinator
   - Implement degree program’s assessment plan; coordinate assessment efforts and logistics with broad faculty participation across all campuses
   - Liaise with support offices, chair and departmental committee, and faculty groups
   - Analyze data and prepare results for discussion by chair, faculty and curriculum committee
   - Prepare the annual program assessment report for chair/director approval; act as data steward for assessment results and documents
   - Develop a working knowledge of good practices in assessment in the discipline
   - Note: Additional effort and support is typically needed for interdisciplinary program assessment coordinated among departments and campuses.

3. Faculty Participation in Degree Program Assessment
   - Participate in assessment activities (e.g., develop learning outcomes, collect student work, score student work for program outcomes, interpret results)
   - Situate own courses in the curriculum to support student achievement of degree outcomes at graduation
   - Discuss and act on assessment results

4. Dean / Associate Dean Responsibilities for Degree Program Assessment
   - Provide overall leadership and oversight of program assessment in the college
   - Communicate the value of assessment in the college and articulate goals/questions and priorities
   - Recognize assessment roles and responsibilities in workload and in AR for chairs, faculty and staff
   - Ensure effective assessment of student learning college-wide and assessment of WSU 7 Learning Goals
   - Identify needs and allocate resources to build and sustain assessment at all levels, and archives
   - Use assessment data in college’s decision-making and strategic planning; ensure follow up to assessment

5. Support & Resources
   Undergraduate Programs: Office of Assessment of Teaching and Learning (ATL)
   - Consult and support undergraduate programs, colleges and campuses to implement assessment of student learning, analyze data, and share results for decisions about curriculum and instruction.
   - Build undergraduate assessment capacity and systems at WSU; provide faculty development and training; review literature and share good practices for assessment activities and innovation.
   - Summarize annual program assessment reports for the Provost, Deans/Associate Deans, and campuses, and to support university accreditation. Manage annual undergraduate reporting and summaries and document systems.