

Assessment Team Responsibilities

Short-range

1. Research, read and acquire a thorough understanding of the assessment process.
2. Identify the purpose or mission of the assessment process for FTCC
3. Implement a model, complete with coaching tactics, to help all FTCC units develop acceptable assessment plans.
4. Develop a list of all units that require assessment and assign units of responsibility to each assessment team member.
5. Select the Learning Outcome to be studied and measured college-wide for 2008-09

Mid-range

6. Determine the review and approval process for assessment plans to include a process for team requested revisions.
7. Flowchart the assessment planning process
8. Align the assessment process with the Institutional Effectiveness plan, to include the budgeting process.
9. Develop an Assessment Calendar of events and deadlines
10. Design a template format for Assessment Summary Reports
11. Design a process for the preparation and approval of Assessment Summary Reports
12. Design or select the documents, in template format, to be used for reporting assessment plans, annual reports, improvement plans, etc.
13. Research and identify the software to be used for collection and storage of all assessment data, reports, etc.
14. Encourage and promote on-going conversations about assessment

Long-range

15. Develop FTCC's Assessment Handbook
16. Build an Assessment Website
17. Establish a protocol for regularly communicating assessment results to all constituents at FTCC.
18. Determine the rotation of the assessment team membership to begin in 2010-11.