

Academic Program Assessment Coordinators

Each academic *program* (not department) shall have a person(s) designated as assessment coordinator(s) for their respective program. Academic programs with multiple degree levels may appoint one or more assessment coordinators. Program coordinators may serve as assessment coordinator for their program. Assessment coordinator responsibilities include but are not limited to:

- Coordinate core assessment for program-specific courses included in GC's Core Curriculum (see *GC Journey's Core*)
- Coordinate, support, and encourage *all* program faculty to participate in and contribute to program assessment efforts
- Complete annual academic program SMART assessment report(s) in a timely manner
- Respond to feedback from OIRE regarding annual SMART assessment report(s)
- Support department chair in completing annual Progress and Planning report(s) when needed
- Support ongoing accreditation activities and endeavors
- Attend assessment coordinator meetings when called

College Assessment Coordinators

Each college shall appoint a college-level assessment coordinator who will assist in coordinating and supporting program assessment coordinators in all assessment and accreditation endeavors in their respective colleges. The college coordinator will serve on the University Assessment Team (UAT), representing their respective college, school(s), and programs. The college assessment coordinator will assist in addressing compliance issues with implementation and reporting of assessment and accreditation efforts.