

Responsibilities of Assessment Team Leaders

All full-time employees are required to participate on an assessment team. That participation might be in attending planning and information sharing meetings within the workgroup, administering or evaluating assessments, analyzing assessment results and preparing reports, or implementing action plans for improvement based on results. The workgroup's assessment team leader (formerly QEP team leader) will provide opportunities for participation, such as workgroup meetings to plan assessment strategies, develop assessment instruments, evaluate or score assessments, or develop improvement plans based on the results. Assessment team leaders will provide a blue TOLI sign in sheet at these meetings. Participants must sign in to be awarded the required minimum of 6 hours.

Assessment team leaders' responsibilities include:

1. Completing training for WEAVEonline and understanding the responsibilities of an assessment team leader.
2. Working with QAC team member assigned to the workgroup to understand assessment task and standards of quality.
3. Leading workgroup efforts to devise assessments that meet the following requirements:
 - appropriate to the assessment task (for example, address *program* rather than *course* outcomes)
 - relevant to the workgroup mission
 - validly measure student learning or support service excellence
 - thoughtfully analyze findings
 - demonstrate use of results for continuous improvement
4. Facilitating the assessment team meetings, including assigning a team member to record the minutes of the meetings; this employee may receive TOLI hours for time spent recording and compiling minutes. Persons present at the meeting should be documented in the minutes.
Note: These minutes will serve as a record of the team's activities and will keep absent members abreast of the team's activities.
5. Observing deadlines for assessment milestones set forth on the annual strategic planning calendar, located on the Assessment website (under Calendars & Schedules) at <http://www.richlandcollege.edu/assessment>
6. Preparing the required team reports, entering them into WEAVEonline, and submitting them to your dean or supervisor.
7. Notifying Bao Huynh when experiencing technical issues with WEAVEonline so that he can report the problem to WEAVE technicians.
8. Notifying workgroup supervisor and Mary Jo Dondlinger when/if a new assessment leader is appointed for the workgroup.

Responsibilities of QAC Team Members

1. Communicate expectations regarding assessments to leaders of assigned assessment teams.
2. Provide assistance in developing and documenting assessments that meet following requirements:
 - appropriate to the assessment task (for example, address *program* rather than *course* outcomes)
 - relevant to the workgroup mission
 - validly measure student learning or support service excellence
 - thoughtfully analyze findings
 - demonstrate use of results for continuous improvement
3. Observe the deadlines for assessment milestones set forth on the annual strategic planning calendar.
4. Review assessment entries in WEAVEonline for quality standards.
5. Report results of the review to assessment team leader and to director of institutional effectiveness.
6. Assist assessment team leader with correcting identified problems and notify director of institutional effectiveness if problems are not corrected.
7. Assist trained assessment team leaders with entering data in WEAVEonline. QAC members do not need to train assessment team leaders on using WEAVEonline, but can assist assessment leaders who have had WEAVE training when they have difficulty.
8. Report WEAVE software problems to Bao Huynh.
9. Attend bi-weekly QAC team meetings.
10. Contact assessment team leader supervisor and director of institutional effectiveness promptly if the assessment team leader has not responded to an email/phone call made as a second attempt at contact.
11. Accurately record hours spent on QAC team activities.

Assessment Review Process followed by QAC Team

1. Contact assessment team leader for your assigned teams. Ensure that team leader knows what the team should assess and offer assistance in developing their assessment plan for the year.
2. Review work submitted in WEAVEonline for your assigned teams. Ensure all data is entered in appropriate fields and meets minimum standard outlined on evaluation rubric. If you're not sure about any item/portion of an entry, get a second opinion from a QAC team-mate. If you're still not sure, ask director of institutional effectiveness to review.
3. Contact assessment team leader regarding any entries that are missing, incomplete, entered in the wrong field, or inappropriate to the team's assessment task. Offer assistance in correcting identified problems. Set a date for when corrections will be completed and review on/after that date.
4. Follow up with team leader after review. If corrections have not been made, advise team leader of the urgency of completing the work and of your obligation to report any areas that are out of compliance to director of institutional effectiveness, who will contact their supervisor. Set a firm date for when you will take this action.
5. Review work entered into WEAVEonline. If corrections have been satisfactorily made, let assessment team leader know that the team can move on to the next step. If it has not, advise the team leader and director of institutional effectiveness that the work is still not in compliance. Director of institutional effectiveness and Dean of OPRIE will arrange a meeting with the team leader and their supervisor to develop a plan for correcting the problem(s).