

## **General Education Assessment at UWG: Roles and Responsibilities**

### **Vice President of Academic Affairs**

- Charge Assessment Director, General Education Director, and faculty in matters of General Education assessment at start of each academic year and/or term
- Vet any arising issues not resolved by Director of Assessment, General Education Assessment Director, and/or the General Education Assessment Committee (GEAC)

### **Dean Responsibilities:**

- Ensure that department Chairs cooperate with GEAC and the General Education Assessment Director
- Manage Chairs during the process of General Education assessment

### **Department Chair Responsibilities:**

- Ensure that a reliable Work Group member is recruited/appointed to the course(s) taught in the Core Area Program (CAP)
- Ensure *every* approved course in each CAP has summative tool(s) (assignments[s]) that align with department *and* CAP measures (rubric[s]).
- Remind faculty to send in *summative* artifacts
- Ensure that faculty make *summative* student work available to GEAC by deadlines, as requested, for the assessment process
- Recruit, vote upon, or appoint rotating groups of Assessors
- Create in conjunction with Departmental faculty improvement plans related to their specific course offerings sited in work group reports.

### **Teacher Responsibilities:**

- Ensure the CAP course possesses a departmentally-approved, summative (post mid-term) assignment that aligns with CAP outcome(s) *and* rubric(s)
- Provide unmarked, blinded student work (artifacts) to GEAC as requested and in accordance with established deadlines each semester

### **GEAC Work Group Coordinator Responsibilities:**

- Create Work Group
- Meet with department/unit leaders as needed to discuss and/or explain GEAC processes and/or deadlines
- Lead Work Group members towards the development of CAP rubric(s) that align with CAP Learning Outcomes (LO's)
- Assist departments/faculty/instructors with finding or creating suitable assignments (tools) for use for each data cycle (3 years for current cycle)

- Complete and submit the CAP Assessment Plan(s) with other group members and GEAC's aid
- After data gathering, assist group members and GEAC with composing data and general recommendations paragraphs
- Send data and general recommendation paragraphs based on data to GEAC for review before finished products are sent to departments/units
- Collaborate and confer with Work Group members and GEAC to compose the Work Group report comprised of data and general recommendation paragraphs along with department/unit-generated discipline-specific improvement plan paragraphs (data, general recommendations, and specific improvement plan paragraphs will become integral to successful composition of the report written by the General Education Assessment Director)
- Deliver the Work Group report to General Education Assessment Director and GEAC by an established date

**GEAC Work Group Member Responsibilities:**

- Attend Work Group meetings to discuss and devise CAP rubric(s)
- Keep home departments/units apprised of CAP activities, especially in terms of rubric formation and tool (assignment) format/content
- Ensure that the course(s) they represent possess department-wide tools (assignments) that align with the CAP rubric(s)
- Aid in composing data and general recommendations for CAP
- Liaise expeditiously with home department/unit to devise specific Improvement Plan(s) for the course(s) and transmit those paragraphs in accordance with GEAC's deadlines
- Aid in composition of the Work Group report, which will be comprised of data, general recommendations, and specific improvement plans from departments/units.

**Assessors (rotating groups of those aware of the content in each course):**

- Review and score student work using CAP rubric(s)
  - *Note: in certain courses from International Language and Cultures, Mass Communications, or ENGL 2050 in which an oral presentation is the tool, it may be necessary for the instructor to score student work using the CAP for assessment and their own course/department rubric(s) for grading*

**GEAC Member Responsibilities:**

- Attend bimonthly or monthly meetings
- Serve as the steering committee for all aspects of General Education Assessment on UWG's campus
- Vet and approve Assessment Plan(s) from each CAP

- Review and analyze data and general recommendations from all Work Groups before that material is sent to departments/units
- Communicate data and general recommendations from Work Groups to department Chairs/unit leaders and request specific improvement plans
- Provide data and recommendations to General Education Assessment Director as they relate to General Education, potential learning outcomes/ revision, and/or curricular changes

**General Education Assessment Director Responsibilities:**

- Lead Institutional Efforts to:
  - Implement and sustain effective assessment processes
  - Analyze assessment data
  - Identify key issues that arise from the assessment data in any CAP or course
  - Charge GEAC
  - Represent General Education assessment findings
- Direct all General Education assessment activities
- Serve as spokesperson and chief advocate for General Education assessment at UWG
- Serve as Chair on GEAC
- Ensure compliance with SACSCOC and USG policies as they relate to General Education Assessment
- Speak with outside groups about General Education assessment and its impact on UWG student learning
- Collaborate with GEAC and Work Groups to ensure the collection, analysis, and correct composition of Work Group reports
- Communicate data and general recommendations from Work Groups to department Chairs/unit leaders and request specific improvement plans
- Compose an annual report that presents all General Education assessment activities, arranged Assessor-generated data, offers CAP-generated general recommendations to each CAP course, and shares specific improvement plans collected from all participating departments/units
- Report annually to the Provost all activities, data, general recommendations, and improvement plans
- Report annually to the Faculty Senate all activities, data, general recommendations, and improvement plans
- Report annually to the General Faculty all activities, data, general recommendations, and improvement plans during a General Assessment Forum

**UWG Director of Assessment Responsibilities:**

- Assist the General Education Assessment Director in leading institutional efforts related to the assessment of General Education

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- Ensure compliance with SACSCOC and USG policies as they relate to General Education Assessment
- Provide recommendations to the General Education Assessment Director and/or General Education Assessment Committee as they relate to General Education
- Vet any arising issues not resolved by the General Education Assessment Director and/or General Education Assessment Committee
- Recommend and participate in the development of university policies and procedures related to General Education Assessment
- Compose SACSCOC reports related to General Education Assessment