**Program Assessment Coordinators**

Program Assessment Coordinators (PACs) are faculty who have been designated by their College Deans to assist the University in supporting Student Learning Outcomes assessment processes and practices.  By September 30th, Deans identify the program assessment coordinators and provide the list of faculty to OAA.  For information regarding PAC selection and other logistical questions, please contact the individuals from the table below.

|  |  |  |
| --- | --- | --- |
| **College** | **Dean** | **College Staff Member** |
| Business & Public Management | Michael Cooper | Maria Alonso |
| Education | Anthony Pittman\*  | Heather Stender |
| Liberal Arts | Jonathan Mercantini\* | Ilaf Sattar |
| Michael Graves College | David Mohney | Kristina Junkroft |
| Nathan Weiss Graduate  | Eric Yang\* | Wilson Ng |
| Natural, Applied, and Health Sciences | George Chang | Dina Stoudmire |
| Science, Technology, and Mathematics | Keith Bostian | Judy April |

**Roles and Responsibilities**

Program Assessment Coordinators have the following roles and responsibilities:

* **To serve as the communication liaison between OAA and faculty in their disciplines/programs.**
* Reading and responding to emails from OAA about assessment of their disciplines/programs in a timely manner.
* Sharing/disseminating assessment information (e.g. guidelines, dates, etc.) with their faculty.
* **To provide assessment guidance and support on program assessments to the faculty in their disciplines/programs.**
* Answer faculty questions on direct measures, using rubrics, closing the loop, etc.
* Reviewing program assessment plans and reports to ensure they meet the expectations established by Middle States (articulated in the 2014-2018 Student Learning Outcomes Assessment Guide).
* **Coordinate the process of data collection and analysis.**
* **To be responsible for the completion and submission of annual assessment reports using departmental feedback (due June 30th).**
* **To assist in the completion of other annual program assessment initiatives (articulated in the Annual Student Learning Outcome Assessment Plan)** (e.g. Assist faculty in updating course outlines to include clearly articulated course learning outcomes).
* **To be responsible for ensuring that assessment documents (data, reports, etc.) are accessible to all program faculty and staff (e.g. shared google folder, web page, etc.).**
* **To participate in training, as needed, to support academic program assessment.**