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### Information for Program Assessment Coordinators

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## Kean University Program Assessment Coordinators

Program Assessment Coordinators (PACs) are faculty who have been designated by their college deans to assist the University in supporting academic program assessment, including Student Learning Outcomes (SLOs). Deans identify the program assessment coordinators and provide the list of faculty to the Office of Accreditation and Assessment (OAA) by **September 15**.

For information regarding PAC selection and other logistical questions, please contact the dean of the college.

### Roles and Responsibilities

Program Assessment Coordinators' roles and responsibilities include the following:

1. To engage all program faculty and administrators in the assessment process and 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 (<https://www.msche.org/standards/>), particularly Standard V: Educational Effectiveness Assessment.
2. To serve as the liaison between OAA and faculty in their disciplines/programs such as by sharing /disseminating assessment information (e.g., guidelines, dates, etc.) in a timely manner.
3. To be responsible for coordinating the implementation of the action items identified in the closing of the loop from the last program review report and subsequent annual assessment reports.
4. To be responsible for the completion and submission of the annual assessment plan (by October 31st) and reports (by June 30th).
5. To coordinate the process of both direct and indirect data collection and analysis.
6. To assist in the completion of other program assessment initiatives such as creating/updating the following:
  - Program Review
  - Program SLOs
  - Curriculum Map
  - [Academic Program Assessment: SLO, Course and Measures Grid](#)
  - Rubrics and guidelines used to evaluate student work for all direct measures
  - Course outlines to include clearly articulated course learning outcomes
  - General Education assessment as established by the School of General Studies (<https://www.kean.edu/academics/college-liberal-arts/school-general-studies/general-education-program-assessment>)
7. To be responsible for maintaining and ensuring the appropriate level of access to assessment documents (data, reports, etc.) to all program faculty and staff (e.g., shared drives/folders, web page, etc.).
8. To participate in training, as needed, to support academic assessment.

### Compensation

Program Assessment Coordinators are compensated with up to a two credit overload for the academic year as determined by the dean of the college.