**Assessment Committee Faculty Co-Chair Duties**

This position will have .200 reassigned time and report to the Executive Vice President, Academic Affairs

* Provide lead role in assessment training and dissemination of assessment information to faculty and staff
* Provide direct support to faculty and staff in relation to development, implementation, and evaluation of assessment plans
* Co-chair working assessment group meetings
* Communicate with all committees/areas involved in assessment on campus (IEC, Curriculum, Gen Ed, etc.)
* Maintain currency on state and national assessment information
* Attend related conferences and training
* Maintain records of presentations and contacts
* Organize workshops with both inside and outside facilitators
* Respond to inquiries regarding assessment projects, workshops and trainings
* Monitor requests, implement a schedule to ensure timely responses, and meet deadlines
* Attend Academic Senate and Executive Board meetings