



Berkeley City College Assessment Committee

Description of Duties and Responsibilities for Department Liaison

Overview of Position

The department liaison for the Assessment committee supports and helps realize the purpose and goals of assessment for the college. The primary purpose of the Assessment Committee is to ensure continuous improvement in institutional effectiveness throughout the college, informed by qualitative and quantitative evidence, and broad participation in analysis of evidence. This includes course, program, and institutional student learning outcomes assessment evidence that support the college mission, vision, and values.

Reports to:

- Assessment Committee

Job Duties and Responsibilities:

- Understand the importance of conducting assessment on the course, program, and institutional levels.
- Serve as a representative of their department to the Assessment Committee, bringing information between the department and Assessment Committee regarding course, program, and institutional level assessment.
- Facilitate assessment workflow within their department, including producing documents and reports in a timely fashion as well as engaging in associated activities per the Assessment committee timeline and framework.
- Coordinate meetings with department faculty and staff to develop a 3-year assessment plan at the start of a new cycle. This includes documentation of who is responsible for completing assessments as well as encouraging members of the department to follow the schedule and updates of the schedule during the 3-year cycle to account for new or deactivated courses or other necessary changes.
- Coordinate gatherings of department faculty, staff, and/or administrators to facilitate meaningful discussion around the analysis of assessment data with the goal that the assessment activities result in improvements that support greater student success.
- Serve as a resource person for the department (or the program) for assessment work, including training colleagues to use Curricunet Meta and assisting them to connect with available resources via Professional Development (PD) and the Teaching and Learning Center (TLC).

Desirable Knowledge, Skills, and Abilities:

- Basic knowledge of assessment in a higher education institution.
- Basic knowledge of the standards and requirements of assessment per the Accrediting Commission of Community and Junior Colleges (ACCJC).
- Knowledge of state and national initiatives that are relevant to assessment.

- Ability to create and maintain positive and effective working relationships with variety of colleagues.
- Ability to analyze and explain data generated from assessment activities (quantitative and qualitative).
- Strong organizational and project management skills.
- Strong interpersonal and communication skills.

Assignment Duration:

One academic year commitment (for part-time faculty, as teaching assignment allows) that may be continued; recommended maximum of 5 consecutive years.

Liaison positions:

American Sign Language
 Arts and Cultural Studies
 Business/CIS/Economics
 Counseling
 English/Education/LRNRE
 ESOL
 Library/LIS
 Mathematics
 Modern Languages
 Multimedia Arts
 Sciences
 Social Sciences
 Administrative Services representative (Ex-officio)
 Student Services non-counseling representative (Ex-officio)

Compensation:

\$500/semester for all faculty department liaisons except \$1000 for Arts/Cultural Studies and Social Sciences upon completion of job duties and responsibilities as outlined in the job description.

Application Process:

- Call out by the Academic Senate President for faculty positions, in consultation with department chairs. Available to FT and PT faculty
- By appointment for Administrative Services representative and Student Services non-counseling department - Area administrators will make appointments.