First, let me thank you for taking on the role of department/program assessment liaison. Assessment of student learning in our departments, programs and core curriculum is a vital part of our overall Institutional Effectiveness process, a way to identify our most important goals and objectives and document our progress in achieving them.

The liaison model began in 2009 as a way to ensure that each unit had an identified “point person” to coordinate assessment activities and sustain the process over time. In acknowledgement of the important role assessment liaisons play in this process, and the time it takes to play this role well, each faculty liaison receives an annual stipend of $750 and a supplementary stipend of $1000 in the year the department/program reports to its dean/supervisor and the Institutional Effectiveness Committee.

Our Institutional Effectiveness process is a university-wide process of institutional improvement that is coordinated by Jessica Dunsmore, Director of Institutional Effectiveness. I have several roles in the process. One is to give you an overview of our website so you can read the various materials there that guide our assessment process (see below). I also will get you set up with an account so you can access TracDat, our online database where assessment results are entered every year. As part of this process I will put you in touch with Jessica who provides training in the use of this software package. And finally, I am available to meet with you to discuss your department’s plan and ideas for revisions, something about which I provide specific suggestions via rubric in the year the department reports to its dean and the IE Committee.

The best way to help you get started is to give you an overview of the Institutional Effectiveness website, a part of a joint UNC Asheville website devoted to institutional effectiveness, institutional research and institutional planning (ierp.unca.edu).

http://ierp.unca.edu/ie
This is the home page for the Institutional Effectiveness website. It includes some general information and then splits into two "sub-sites", one for administrative units and one for academic programs. I manage the latter part. There are three important documents to read on this page.

1. The Institutional Effectiveness Manual
2. The TracDat User Guide
3. The supplementary TracDat Guide, Editing Assessment Plans in TracDat

http://ierp.unca.edu/ie/program-assessment
This is the front page for the academic programs part of the website. You can see on the menu that there are three sub-pages here called Schedules and Instructions, Resources, and Assessment Notes Newsletter.

1. The Schedules and Instructions page has several important documents.
- A PDF document called *Responsibilities of Assessment Liaisons*. Please read this carefully and let me know if you have any questions about your role as liaison.
- A calendar of deadlines for assessment activities, updated in August of each academic year.
- Information on how to run reports that include only the new data for the current cohort cycle.
- Lists for the three reporting cohorts in Academic Affairs. The cohort reporting model is discussed in detail in the *Institutional Effectiveness Manual*.
- Materials for this year tailored to each Cohort that describe what activities

2. The *Resources* page has information for developing student learning objectives and assessment plans. Of particular note is the section on rubrics which provides both excellent examples of rubrics to evaluate student work and also a link to the AACU VALUE rubrics, a set of already validated rubrics in wide use across the country (and across departments here at UNC Asheville).

3. The *Assessment Notes Newsletter* page has copies of all editions of the newsletter since its inception in 2010. Each new edition is distributed to all faculty and staff via email.

I will let you know as soon as you have been given access to your department/program section in TracDat. Once you have had a chance to familiarize yourself with the materials described above, let’s schedule a time to get together to go over things and help you get started.

Again, my thanks for your support of and commitment to improving student learning at UNC Asheville.