**Student Affairs Assessment Team Roles and Expectations**

**Student Affairs Assessment Team Mission Statement:**

To encourage and facilitate meaningful assessment for continuous improvement.

* **Roles/Expectations of Student Affairs Staff Members**
	+ Student Affairs Staff Members are to be knowledgeable and engaged in the assessment efforts of their unit.
	+ Student Affairs Staff Members are to attend on-going assessment trainings as offered by the Student Affairs Assessment Team.
* **Roles/Expectations of Student Affairs Departmental Directors/Dean of Students**
	+ Student Affairs Departmental Directors and Dean of Students will:
		- be knowledgeable and responsible for coordinating the assessment efforts in their unit.
		- keep the Student Affairs Assessment Team member up to date regarding additional resources and/or trainings their units might need and freely ask questions, advice, or clarification as issues arise.
		- communicate regularly with their colleagues to continuously evaluate and improve assessment efforts.
		- track, document and report on past and future assessment efforts in their units.
		- require their unit staff members to:
			* + appoint a staff member to be the Student Affairs Assessment Team (SAAT)
				+ be active participants in the assessment process
				+ share assessment data and reporting efforts between all members of the unit
				+ involve stakeholders in their assessment efforts
* **Roles/Expectations of Student Affairs Assessment Team**
	+ Student Affairs Assessment Team Members are expected to:
		- meet regularly with their Departmental Director to offer help as a resources in their on-going assessment planning.
		- to serve as an “outside of the unit” coach and/or resource. They are not assessment experts nor are they asked to hold units accountable for their assessment process.
		- to review the assessment efforts of all Student Affairs units according to the established reporting structure (read reports, complete rubrics, offer feedback).
	+ Student Affairs Assessment Team Members are required to be active participants in all Student Affairs Assessment Team meetings and discussions.
	+ Student Affairs Assessment Team Members will periodically revisit the Assessment Team process and brainstorm ways to improve the process and better meet the needs of the department.
* **Roles/Expectations of the Assistant to the Vice Chancellor for Student Affairs – Assessment**
	+ Student Affairs Assessment Team Chairperson will:
		- keep electronic records in the divisional sharedrive of all reviews undertaken and share results with the Vice Chancellor for Student Affairs.
		- synthesis departmental assessment reports for the Vice Chancellor for Student Affairs as needed.
		- map the divisional outcomes to the UWSP Mission in conjunction with the General Education Degree Requirements.
		- draft meeting agendas/minutes and keep current on additions to the Student Affairs Assessment Team (SAAT) sharedrive.
* **Roles/Expectations of the Vice Chancellor for Student Affairs**
	+ The Vice Chancellor will:
		- continue to provide leadership, direction, and support for all Student Affairs Assessment efforts.
		- set expectations and accountability with the Student Affairs Directors and Dean of Students that they participate in the on-going assessment efforts and require their unit to:
			* + appoint a staff member to be the Student Affairs Assessment Team (SAAT)
				+ be active participants in the assessment process
				+ share assessment data and reporting efforts between all members of the unit
				+ involve stakeholders in their assessment efforts
		- follow up with Directors/Dean on feedback from the Student Affairs Assessment Team regarding assessment efforts within each Student Affairs unit.
		- report on divisional learning outcomes data for the division to the Chancellor/Cabinet each year.

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