**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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