



## “Assessment Permanence”

**Proposed Motion:** Approve the Institutionalization of the Assessment process.

**Sponsor:** Vice President for Business & Operations

**Persons of Contact:** VP Business & Operations, Assessment Associate Director

**Date:** February 2013

**Request:** Seeking to make the Assessment process a permanent fixture in AS Operations. This change includes removing the Office of Assessment. In its place will be an Assessment Coordinator that is an within the AS Board of Directors Administration function (FXXBAD).

**History of Office:** Over the past four years, AS assessment practices have been a work in progress, with the norms and scope of committee and administrative work fluctuating in the process. The first year of Structure and Program Advisory Committee work was characterized by a centralized executive model, in which the then-Vice President for Business and Operations held more the lion’s share of influence in crafting recommendations and shaping procedures. The second year (2010-2011), saw an unfortunate turn in tone and continued reputation deficiency within the Associated Students. 2011-2012 saw an alleviation of those and other issues (i.e. timeline), but relied on a problematic subcommittee model. The 2012-2013 AS Assessment Process saw vast improvements of previous years consolidated, and has solidified the place of internal and external assessment in our organization.

**Recommendation:** The recommendations you see before you are substantive in their content, while emphasizing long-term commitments to continuous office improvement. The September-February timeline for SPAC work is now solidly precedential; the tone one of long-term outcomes and strategies, and most importantly, assessment is something of which each office and department is thoroughly aware.

Though improvements and assessment infrastructure will continue to be strengthened through Spring Quarter 2013, it is again time for change in the AS Assessment Process. Next year, the AS Office of Assessment will cease existence. AS Assessment will merge back into the AS Board Office – its rightful home. Administrative offices (Personnel, Communication, Club Activities, Business) will begin their integration into the AS Assessment Process in an effort to make assessment an organizational tenet, not simply an obligation for select entities.

**Associated Students of Western Washington University**  
Board of Directors  
Assessment Coordinator

**About the Position**

The Assessment Coordinator is responsible for ensuring the successful implementation, management, and improvement of the AS Assessment Process. The Assessment Coordinator works closely with the AS Vice President for Business & Operations to develop and present reports, to the AS Board of Directors, regarding office and program improvement.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The Associated Students Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

The AS Assessment Process is a structured, transparent, and consistent assessment process which evaluates and strategizes with AS Programs on a rotating quadrennial cycle. The process utilizes office data to present strategic office recommendations to the AS Board of Directors, regarding assessment findings and methods of continuous improvement. The process is conducted by the coordinator with the AS Structure and Program Advisory Committee (SPAC).

**Terms of Position**

This is a four quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Additionally, this position requires 40 hours of planning and preparation work to be done over the summer for the planning and scheduling of fall quarter's Tactical Assessment Program. This position works an average of 15 hours per week during Fall, Winter, and Spring Quarter. The position holder may work more some weeks and less other weeks depending on the needs of the AS Assessment Process. The position holder is neither required nor expected to work during intersession, Winter Break or Spring Break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

**Preferred Qualifications**

- Strong interpersonal skills.
- Prior experience with managing volunteers or employees.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Experience and/or knowledge of assessment processes and practices.
- Budget management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Basic knowledge of department and position specific responsibilities.

**AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.

- Attending all AS staff development events including pre-fall orientation.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description if and when it is deemed necessary.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### **Position Responsibilities**

- Ensure that the AS Assessment Process is effectively implemented by:
  - Devoting a total of 15 hours per week during Fall Winter, and Spring Quarters to AS business.
  - Posting and maintaining a minimum of 5 office hours per week.
  - Becoming familiar with AS structure, policies, and procedures, especially those pertinent to assessment.
  - Serving as Chair for the Structure & Program Advisory Committee (SPAC).
  - Being knowledgeable of information regarding offices undergoing the Assessment Process, including but not limited to: statements of purpose and programmatic outcomes, services and events, structure and history, funding levels and use, position purposes and job descriptions.
  - Communicating the requirements of SPAC reportage and the AS Assessment Process to programs under assessment.
  - Assisting programs and offices in following the Assessment Process requirements and guidelines.
  - Making recommendations to the AS Board of Directors regarding improvements in the AS Assessment Process.
- Ensure that the Structure and Program Advisory Committee is effectively managed and run by:
  - Supervising and coordinating assessment teams consisting of members of SPAC.
  - Developing and implementing assessment trainings for members of SPAC and its subcommittees.
  - Maintaining objectivity in conducting assessments.
  - Assessing reportage concerns, position relevance, hiring processes, transition tactics, program standards, the creation of new programs, the alteration or elimination of existing programs, institutional structure, and long-term goals for issues not directly related to the Assessment Process.
- Improve the services and activities of AS Programs assessed through SPAC by:
  - Making recommendations to the AS Board of Directors regarding programmatic improvement.
  - Providing a framework for offices to strategically invest office efforts and resources in the most effective way possible.
  - Working with previously assessed offices to ensure previously approved SPAC recommendations are successfully implemented.
  - Working with offices to gather data and prepare information in preparation for the Assessment Process.
  - Serving on the AS Budget Committee to provide perspective on budgetary implications of new strategic recommendations passed by the AS Board of Directors.

### **Salary**

This position will receive a pay grade X, FTE 000 throughout summer quarter, FTE 000 throughout fall and winter quarters, and FTE 0.23C throughout spring quarter, which is approximately \$0,000 per position term.

### **Reportage**

This position reports to the AS Board of Directors through the Vice President for Business & Operations.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised February 20, 2013.