



Connecticut State
Colleges & Universities

CONNECTICUT STATE COMMUNITY COLLEGE

Job Description

Director of Program Review & Assessment

Salary Level:
CCP 20 (subject to Willis)

Date Approved/Revised:
3/22/21

POSITION PURPOSE:

Under the direction of the Associate Vice-President of Institutional Effectiveness & Planning, Connecticut State Community College, the Director of Program Review & Assessment is responsible for providing oversight for all academic program reviews and academic assessment for the college. The position is responsible for ensuring that all academic programs follow the schedule defined by and comply with all Board of Regents policies relating to academic program review through a systematic process of program review in collaboration with the area of study deans and the associate deans for each program of study. This position will coordinate and oversee a process for academic assessment in all credit programs and courses and that provides a comprehensive assessment of student learning outcomes across the college, in accordance with Standard 8 (Educational Effectiveness) of the New England Commission of Higher Education and the Connecticut Board of Regents for Higher Education.

This position also facilitates and coordinates the CSCC academic assessment committee.

SUPERVISORY AND OTHER RELATIONSHIPS:

The Director of Program Review & Assessment reports to the Associate Vice President of Institutional Effectiveness & Planning or other administrator. This position is required to have extensive cooperative and collaborative relationships with faculty, staff, and other professionals in peer organizations and professional associations. The incumbent is expected to represent the College in a positive manner.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- As a member of the Academic Affairs team, the Director works closely with the entire CSCC leadership team to develop and implement a systematic process for assessment and program review, creating a collegewide culture of inquiry and assessment, leading to evidence-based decision making for our academic programs.
- The Director provides supervision and leadership in the development and implementation of policies and procedures governing the planning, program review and assessment of all CSCC academic programs. Provides supervision and leadership in the collection, analysis, interpretation and communication of data, both internal and external, to drive college-wide planning and institutional decision-making.
- The Director works collaboratively with faculty, staff, and administrators both within CSCC and also with research staff within CSCU to develop and maintain a culture of evidence and evidence-based decision making to support the continuous improvement of undergraduate student learning outcomes assessments using appropriate measures and indicators.
- The Director plays a critical role in linking with others at the college and within the CSCU Office of Research & System Effectiveness on student learning outcomes assessment plans.

- The position coordinates processes of program review and assessment across the entire organization and ensures compliance with NECHE requirements and recommendations, as well as all federal, state, and local regulations;
- Responsible for ensuring that the all academic programs align with the one college mission and institutional learning objectives, as well as accrediting body standards, and that best practices in teaching and learning are demonstrated across all programs;
- Works collaboratively with department leaders and faculty to maintain, assess, revise, and monitor the quality of academic programs across multiple learning modalities, including campus and digital learning environments.
- Work closely with CSCU IT to oversee the implementation of the assessment platform for CSCC, and make recommendations to senior leadership for any necessary changes or upgrades to this platform.
- Provides guidance to the President's cabinet on where strategic approaches to student success can and should be focused, while supporting the college's long-term vision around continuous improvement and data-driven innovations.
- Aids in making data-driven decisions consistent with the mission and goals of the one college;
- Represents the College at state-wide meetings and conferences, serves as a representative on committees, commissions, and other activities, makes presentations at meetings, workshops and events as assigned;
- Hires, supervises, evaluates, and directs the work of assigned personnel;
- Completes other duties as assigned by the Provost & Vice President of Academic Affairs or the AVP of Institutional Effectiveness & Planning.
- Completes all required training and professional development sessions sponsored by CT State Community College and CT State Colleges and Universities.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Within contractual limits, working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the Director of Program Review & Assessment is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

All of these may involve attendance at evening or weekend events, within contractual limits. The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies. In addition, the incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

The Director of Program Review & Assessment is required to have demonstrated advanced knowledge and abilities in the following areas:

- Masters' Degree in an appropriate academic field, or earned Doctorate from an accredited institution preferred; senior administrative academic assessment and/or program review experience in higher education (2 or more years of community college experience);
- Demonstrated experience with outcomes assessment at the course, program and institutional level;

- Demonstrated understanding of a comprehensive community college;
- Demonstrated ability to develop and implement complex projects and programs in support of college objectives;
- Demonstrated ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving;
- Strong information and technology literacy skills;
- Sensitivity to and ability to work with the diverse academic; socioeconomic, cultural and ethnic backgrounds of members of the College community, including those with disabilities;
- Considerable oral, written and interpersonal skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master' degree in an appropriate academic field or a related field, together with 3 -6 years of related experience that includes 1-3 years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The Director of Program Review & Assessment typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The Director of Program Review & Assessment may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.