**PC Assessment Liaison Roles and Responsibilities**

Assessment liaisons serve as conduits of information about course and department level assessment linking faculty colleagues to college-wide assessment efforts led by the Assessment Committee. Liaisons undertake activities such as:

* participating in assessment-related activities and training, including train-the-trainer sessions on PC’s data collection system for assessment
* initiating informal (and/or formal, depending on environment) departmental conversations about assessment
* assisting colleagues throughout the assessment process (identifying intended outcomes, student work for evaluation, methodology, analysis, reporting)
* helping fellow faculty explore and determine options for potential interventions (changes in teaching or learning) based on assessment results
* shepherding assessment reporting (lending assistance to department chair, as needed) and updating the 5-Year Assessment Plan (as applicable)