Appendix V

Services rendered by the OEAE
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- Coordinate together with the Center for Academic Excellence trainings for the faculty geared to the evaluation of student learning in their academic programs.

- Organize activities and meetings geared to enrich the assessment process in accordance with the Coordinators needs. As of May 2010, thirty eight workshops and/or activities, which include dissemination of the assessment results, had been offered.

- Schedule presentations of outstanding assessment plans offered by the Assessment Coordinators in order to continue strengthening the culture of assessment in campus.

- Inform the campus faculty and the academic administrators of the on hand inventory of assessment of student learning activities and instruments available at both the institutional and academic program levels.

- Provide technical support and the necessary resources for the development of assessment instruments of student learning and in the analysis of their findings.

- Complying with Assessment of Student Learning Coordinators requests, the OEAE offered training for faculty members of their academic programs in the design of assessment instruments.

- Create and maintain a cybernetic space to inform the university community of the assessment findings by the OEAE.

- Together with the Assessment of Student Learning Coordinators, revise the Student Learning Evaluation Plan of their academic programs at the institutional and at the academic program level.

- Make a formative evaluation of the progress made in the implementation of the Evaluation of Student Learning Plan.

- Actively participate in the analysis, in the summary of the results and in the dissemination of the institutional findings related to the assessment of student learning.

- Collaborate in the preparation of their Annual Progress Report.