

**DUTIES AND RESPONSIBILITIES OF THE
ASSOCIATE VICE CHANCELLOR FOR
INSTITUTIONAL EFFECTIVENESS, ASSESSMENT, AND ACCREDITATION**

Supersedes OAA 98-5

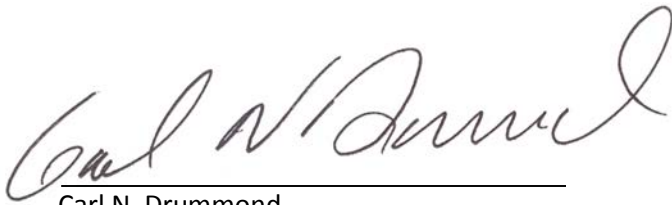
The Associate Vice Chancellor for Institutional Effectiveness, Assessment, and Accreditation is the administrative officer responsible for the managing the processes of assessment of student learning, academic program review, and institutional and disciplinary accreditation through the collection, analysis, and interpretation of institutional data.

The Associate Vice Chancellor for Institutional Effectiveness, Assessment, and Accreditation reports to the Vice Chancellor for Academic Affairs.

SPECIFIC DUTIES:

1. Oversee the measurement of the assessment of student learning, coordinate campus assessment activities, and prepare reports describing the status of assessment at IPFW.
2. Represent the Office of Academic Affairs on the Assessment Council.
3. Coordinate the recurring process of academic program review and align with the other annual academic reporting.
4. Coordinate activities designed to maintain IPFW's accreditation by the Higher Learning Commission of the North Central Association as well as serve as support efforts to maintain disciplinary accreditation by departments, colleges, and schools.
5. Coordinate the periodic updating of the IPFW strategic planning metrics and assist in preparing reports identifying progress in achieving strategic initiatives.
6. In cooperation with the Chancellor and Vice Chancellors, identify institutional data to be maintained over time. Develop procedures and processes for collecting and maintaining data, and provide reports as needed.
7. Prepare regular reports on enrollment, degrees granted, and related topics; the IPFW Statistical Profile, institutional research reports addressing campus issues, and compliance reports as required.

8. In collaboration with the Vice Chancellor for Academic Affairs, coordinate and prioritize data collection and analysis by the Institutional Research team.
9. Coordinate process of Upward Feedback evaluations of academic administrators.
10. Serve as a member of various campus committees including Academic Officers Council, Strategic Alignment, and the Information Technology Policy Committee.
11. Perform other duties as assigned by the VCAA.

A handwritten signature in cursive script, reading "Carl N. Drummond". The signature is written in black ink and is positioned above a horizontal line.

Carl N. Drummond
Vice Chancellor for Academic Affairs