**Role of WEC Liaison**

The WEC liaison is chosen by the department chair to serve as the conduit between the department and the WEC executive team leadership (WAC Director and Assistant Director). The liaison has the following responsibilities:

Year 1:

* Help schedule and attend all pre-department WEC planning meetings and all department WEC meetings (also keep a simple record of the WEC process including: meetings--how many faculty invited, how many attended, surveys, planning sessions, etc. This couple line summary will be included in the front matter of the departmental proposal.)
* Facilitate data collection prior to WEC department meeting 1 (M1)
* Facilitate revision of student abilities and characteristics for departmental outcomes of majors after M1
* Facilitate course mapping survey prior to M2
* Facilitate revision of course mapping process after M2
* Facilitate outcomes criteria collection prior to M3
* Facilitate revision of outcomes criteria after M3
* Facilitate input for implementation plan prior to M4
* Facilitate revision of implementation plan after M4
* Draft the departmental proposal for the WEC initiative, which includes all recommendations made by faculty members for changes in the departmental curriculum and a plan for implementing the recommendations (following the 7-part proposal form—see attached Writing Plan Template)
* Revise the departmental plan based on faculty input
* Revise departmental plan based on feedback from the university WAC Committee
* Consult with faculty as much as possible. All changes in WEC documents must be approved by the department before proceeding at each step. This means that the liaison is responsible for making sure that all faculty input is considered and that any questions or concerns with criteria, mapping, outcomes, or implementation are vetted by the department. There is a considerable amount of small group, one-on-one, and/or department-wide communication necessary to complete these tasks.

Year 1: Over the course of the first year, the liaison is given $5000 from the WEC program to complete these duties. The department chair may decide to provide additional compensation or release-time for the liaison to facilitate completion of WEC process.

Year 2: The liaison continues to foster implementation of the department plan with support from resources provided by the budget from the departmental proposal.

Year 3 The liaison is responsible for producing a revised departmental implementation plan drawing from assessment data, faculty input, and consultations with the WEC executive team. For these efforts, the liaison is provided $3000 from the WEC program.

Year 4: The liaison continues to foster implementation of the department plan with support from resources provided by the budget from the departmental proposal.

Year 5: A final revision of the implementation plan is developed based on assessment input from the second iteration of the plan and the assessment process. For these efforts, the liaison is provided $3000 from the WEC program.

From the perspective of the WEC executive team, it is best if the liaison remains the same over the course of the five years for the sake of consistency and focus, but the department can choose to shift this role after the first year.