

### ***Senate Proposal for Change: Assessment Committee Charge***

Issue One-Update Committee Charge: The Assessment Committee Charge was last revised November 5, 2010. That document is currently incomplete and out-of-touch with significant changes created by state mandates and accreditation requirements. These changes impact multiple areas associated with the development and assessment of curriculum and aspects of both these fall under the Assessment Committee purview.

Issue Two-Increase Committee Membership: The assessment process directly impacts every aspect of the instructional process and each and every learning outcome at the institutional, program, and course levels must be reviewed within a six year cycle. The current limited committee membership cannot provide the degree of discipline expertise necessary to address the diversity of concerns associated with the annual assessment review.

Rationale-Issue One: A complete and current committee charge is necessary to properly equip the Assessment Committee with the scope of authority necessary to accomplish their task.

Rationale-Issue Two: The required assessment process impacts every instructional department on campus. Increasing the Assessment Committee membership to include a representative from each department would ensure all departments have direct access to information, processes, and requirements that directly impact their area of instruction. It would also ensure that assessment issues unique to a given discipline would have a voice in the overall process. Finally, the annual review of assessment results would be shared by a campus wide representative body of discipline experts.

Background/Institutional History: Historically, there has not been a significant emphasis placed on the assessment process by either the state or accrediting agencies. However, recent state legislation and changes in emphasis by Accrediting Commission for Community and Junior Colleges (ACCJC) has changed that reality. The assessment process has become a significant element in evaluation of institutional effectiveness.

Opposing Views: The primary point of opposition would be related to Issue-Two and it would relate to an increase in the workload for those who serve on the committee.

Response: In referring back to the rationale for issue two, the assessment process has a direct impact on every instructional department on campus. As such it is imperative that each instructional department provide discipline expert representation. The increase in membership would also serve to reduce the workload associated with the annual review of assessment results.

Solution: Update the entire Assessment Committee Charge and increase the faculty membership to include representation from every academic department beginning immediately. See attached documents.

NAME OF COMMITTEE	<b>ASSESSMENT COMMITTEE</b>
COMMITTEE CHARGE	<p>The Assessment Committee is a standing governance committee that coordinates all processes related to the assessment of Institutional, Program, and Student Learning Outcomes. The primary purpose of this committee is to ensure that learning outcome assessment is consistent with the mission of the college, addresses the needs of students and the community, and meets the requirements of law and regulation. As such, the Assessment Committee:</p> <ul style="list-style-type: none"> <li>• Communicates with all committees, organizations, or areas involved in assessment on campus (e.g. Curriculum Committee, Program Review Committee, Academic Senate, etc.).</li> <li>• Independently evaluates proposals for new and/or revised Program Learning Outcomes.</li> <li>• Independently evaluates proposals for new and/or revised Student Learning Outcomes.</li> <li>• Helps to develop and implement procedures to assure an effective means of outcome assessment while adhering to the requirements of law and regulation.</li> <li>• Faculty co-chair functions as a member of the Academic Senate Executive Board</li> <li>• Assesses needs of faculty and staff in regard to assessment training.</li> </ul>
SCOPE OF AUTHORITY	<p>In order to maintain administrative oversight of the entire range of campus assessment activities, the Assessment Committee meets at least once per month (during the academic year) to set college-wide assessment goals, plan for the Community College Survey of Student Engagement and Noel-Levitz schedules, and assess needs of faculty and staff in regard to assessment training.</p>
REPORTS TO	Academic Senate and College Council
COMMUNICATES WITH	<p>The Assessment Committee communicates regularly with faculty through Assessment Committee representatives, Academic Senate, College Council, and the Faculty Chairs and Deans Council.</p>
MEMBERSHIP	<p>The Assessment Committee will have one faculty co-chaired and one administrative co-chair.</p> <ul style="list-style-type: none"> <li>• Two administrative representatives</li> <li>• Articulation Officer</li> <li>• 27 Academic Senate representatives (24 department reps and 3 members-at-large) <ul style="list-style-type: none"> <li>○ Unrepresented department positions will fall to the department chair</li> </ul> </li> <li>• One Student Government Association Representative</li> </ul>

Approved by College Council 8/28/14, Rev. 8/29/2014

<b>NAME OF COMMITTEE</b>	<i>Assessment Committee</i>
<b>COMMITTEE CHARGE</b>	<p>To hear updates of assessment projects including CLIPS, Campus Conversations and training, review program level assessment plans in Unit Plans turned in at least annually and Course level assessment plans during curriculum review process and provide feedback, as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with all committees/areas involved in assessment on campus. (IEC, Curriculum Committee, Gen Ed, etc.)</li> <li><input type="checkbox"/> Supervise development and updating of an assessment website</li> <li><input type="checkbox"/> Assist IEC co-chairs and IRP director in implementation of assessment training including preparation of Program Review selfstudies and annual Unit Plans</li> <li><input type="checkbox"/> Provide support to faculty, staff, and administrators in the development, implementation and evaluation of assessment plans including course level learning outcomes and administrative unit outcomes</li> <li><input type="checkbox"/> Act as liaison to accreditation steering committee providing input regarding assessment</li> <li><input type="checkbox"/> Keep up-to-date on state and national information on assessment</li> <li><input type="checkbox"/> Function as a member of Academic Senate Executive Board and attend meetings regularly</li> <li><input type="checkbox"/> Update annual reports to ACCJC documenting college-wide progress</li> <li><input type="checkbox"/> Co-Chair Assessment Committee and schedule regular meetings in consultation with Administrative co-chair.</li> <li><input type="checkbox"/> Serve on Institutional Review Board and assist in keeping campus aware of human subject guidelines</li> <li><input type="checkbox"/> Work with <i>Assessment Activities Coordinator</i> to plan workshops with inside and outside speakers</li> </ul>
<b>SCOPE OF AUTHORITY</b>	In order to maintain administrative oversight of the entire range of campus assessment activities, an Assessment Team meets at least once per semester to set college-wide assessment goals, plan for the Community College Survey of Student Engagement and Noel-Levitz schedules, and assess needs of faculty and staff in regard to assessment training.
<b>REPORTS TO</b>	
<b>COMMUNICATES WITH</b>	. . . and the college community.
<b>COMPOSITION</b>	Chaired by Faculty Assessment Coordinator

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