Academic Assessment Committee Bylaws

A. Purpose

The committee will serve as the primary advisory body for assessment practices within Learning and Workforce Development division. The Committee is responsible for providing feedback and support to Departments by reviewing reports about their assessment of student learning and program outcomes and for identifying and disseminating best practices.

B. Committee Responsibilities

The Academic Assessment Committee (AAC) will:
1. Monitor assessment system effectiveness and recommend improvements through proper avenues.
2. Coordinate the assessment of Core Competencies through the APR process and establish procedures and practices for obtaining assessment data from academic programs.
3. Aggregate and analyze data obtained through assessment methods used for the assessment of Core Competencies.
4. Review end of year assessment results (on rotational basis) and provide recommendations as necessary to department heads.
5. Assist in facilitating the institutional accreditation process.
6. Submit an annual report based requirements determined by the Academic Deans and Vice President of Learning and Workforce Development.

C. Membership

The membership of the AAC will be appointed according to the following guidelines:

1 Associate VP of Academic Affairs
1 Academic Dean ex officio (non-voting)
1 Staff member from Institutional Effectiveness ex officio (non-voting)
1 Member Curricular Instructional Support Center (CISC) (voting)
1 Member Center for Professional Excellence (CPE) (voting)
1 Staff member from Academic Compliance and Review (voting)
3 Assistant Deans of Assessment and Curriculum (voting)
1 Faculty member from Academic Advancement and Support Division (voting)
2 Faculty members from Business & Technology, Health & Wellness, and Public Service, Arts & Sciences divisions (voting)
1 Faculty member from Academic Advancement and Support Division
1 Faculty member from the Faculty Senate (voting)
1 Staff member to function as AAC Coordinator (non-voting)
1 Faculty Fellow – Curriculum Design and Development (voting)
Visiting members as needed (non-voting)

D. Member Selection

1. Dean: the Academic Dean will be appointed by the VP of Academic Affairs.
2. Assistant Deans: Assistant deans will be appointed by virtue of office.

3. Faculty and Staff Members: Faculty members can be a full-time or adjunct faculty member who has completed his/her probationary period. One faculty member will be appointed by the Faculty Senate. Other faculty and staff members will be named by the leadership in their respective areas. Names of new members will be sent to the Associate VP of Academic Affairs by August 31st each year.

E. Membership Term
1. Members will serve a minimum of a two year term with the exception of those appointed by office.

2. Members may be appointed for one additional two year term.

3. In the event a member is unable to complete his/her term, a new member will replace the vacating member based on criteria set under “Membership”.

4. Membership terms will be rotated so that no more than 1/2 of the membership rotates off each year.

5. A member who is unable to attend meetings may self-appoint an alternate to attend in their place. If this is not possible the member may refer to the shared files for meeting updates.

F. Member Duties
1. The committee will operate using the modified Robert’s Rule of Order

2. Associate VP of Learning and Workforce Development:
   i. Act as the chair for the committee.
   ii. Serve as a liaison between the Vice President for Academic Affairs and the AAC.
   iii. Appoint a committee member to act as coordinator for AAC meetings.
   iv. Lead the initiatives of the AAC with input and participation from all members.
   v. Attend scheduled AAC meetings.

3. Academic Dean and Assistant Deans:
   i. Oversee the process of assessment of academic programs.
   ii. Promote the use of assessment results for continual improvement.
   iii. Provide resources necessary to support assessment efforts and action plans developed as a result of assessment results.
   iv. Review and approve annual assessment plans/results.
   v. Assist programs with meeting program needs necessary for continual improvement based upon assessment data, i.e. address needs through budget process.
   vi. Guide programs in the APR process with the assistance of the Academic Compliance and Review in regards to assessment.
   vii. Attend scheduled AAC meetings.

4. Faculty/Staff Members:
   i. Act as resources for the divisions regarding assessment for both programmatic and institutional (core competencies) levels.
ii. Help facilitate and have an active role in coordination of an annual assessment day for the college.
iii. Attend scheduled AAC meetings.

5. **AAC Coordinator:**
   i. Arrange and coordinate meeting times and locations.
   ii. Maintain meeting minutes and other committee documents in the designated folder on the T-drive.
   iii. Attend scheduled AAC meetings.