

Assessment and Evaluation Committee – Fall 2013

Purpose of the Committee

The purpose of the Assessment and Evaluation Sub-Meet and Confer is to facilitate an institutional culture of assessment and evaluation. The committee activities include the assessment of student learning and institutional effectiveness.

Role and Responsibilities of Members

The duties of the committee are divided into the following:

- Assessment of student learning
 - Serve as a resource for departments undergoing accreditation and program review,
 - Propose policies, processes and procedures related to program review and assessment of student learning,
 - Review the institution-wide assessment plan, and
 - Help to enhance the assessment culture and the university.
- Institutional Effectiveness
 - Review assessment and evaluation data, policies, processes, and procedures, and makes recommendations about institutional effectiveness and outcomes. This includes recommendations related to instrumentation, aggregation, and interpretation of data that can be used in university planning and budget development

The duties of the committee also include:

Review of Strategic Priority Funding Assessment Plans and Reports
Review of and Reporting on Institutional Student Learning Outcomes
Review and Report on the NSSE/BCSSE/FSSE data

Role and Responsibilities of the Faculty Chair

The Assessment and Evaluation Committee faculty members nominate a continuing member of the committee to serve as chair. The nomination is forwarded to the FA Executive Committee who in turn confirms the nomination. The selection process occurs at the end of the spring semester for the following academic year. The name of the in-coming Faculty Co-Chair is given to the FA Administrative Assistant. The Faculty Co-Chair spends an additional 10 to 15 hours per month assuming faculty co-chair responsibilities including:

Attend all FA Executive Committee meetings
Attend FA/Administrative Executive Meet and Confer Meetings (as available)
Develop the agenda each month, disseminate the agenda and notes, and facilitate each meeting

Faculty Committee Meetings

The duties of the FA committee include meeting once a semester for at least 30 minutes to discuss issues of assessment pertinent to faculty.

This Committee represents the FA at Sub-Meet and Confers.

Sub-Meet and Confer Meetings

The Assessment and Evaluation Sub-Meet and Confer meets 5 times each semester for 2 hours per meeting. Committee members spend an additional 4 to 6 hours a month engaged in work pertaining to the charge. The agenda is created by the Associate Vice President for Academic Affairs, the Faculty Co-Chair, and the Director of Institutional Research, Planning, and Assessment. Faculty submits agenda items to the Faculty Co-Chair. The Faculty Co-Chair disseminates the agenda. Notes are taken and disseminated to the Assessment and Evaluation Sub-Meet and Confer by the Faculty Co-Chair.