

# FAC Appendix 10. Bylaws For Institutional Assessment Committee

Name: □Institutional Assessment Committee (IA)

Purpose: □To support and cultivate a culture of assessment leading to improved professional practice and enhanced student learning

Composition of Committee Membership, Criteria for Selection:  
□Chief Academic Officer by virtue of office-ex officio (without vote) □Three faculty members representing all academic divisions (with vote) □Three unit member representatives (with vote) One student (with vote) Director of Institutional Assessment and Academic Compliance (with vote).

Terms and Process for Selection of Membership: Director of Institutional Assessment and Academic Compliance by virtue of office. Faculty and unit representatives serve for a rotating three-year term as invited and accepted by the current assessment committee. The aim is for no more than one faculty representative and one unit representative to rotate off the committee per academic year. Student representatives will be recommended annually by Student Government Association for approval and recommendation by assessment committee. Re-recommendation is not barred for any position. Terms typically run from May 1 to April 30.

Committee Officers or Leadership: □ Director of Institutional Assessment and Academic Compliance will serve as chair. An assessment committee member will act as secretary for the committee.

Meeting Procedure: □Meetings will be held at the call of the

chair, on such schedule as required for expeditious handling of required agendas. Decisions shall be made by majority vote of committee members. Notes will be kept on all meetings. Notes will be open and available to all faculty/staff upon request.

#### Committee Charge – Responsibilities & Accountabilities

1. Monitor assessment system effectiveness and recommend improvements through proper avenues
2. Administer and/or assist with institutional assessments on a regular basis
3. Aggregate and share reports with appropriate stakeholders data-Chair or Chair's designee
4. Ensure feedback and proper distribution of assessment data to appropriate stakeholders
5. Monitor preparation and review the annual institutional and program level assessment reports as necessary
6. Make recommendations for improvement of institution-wide programs
7. Prepare reports as requested for strategic planning
8. Assist in facilitating the institutional accreditation process
9. Evaluate and provide feedback regarding department and unit assessment reports
10. Monitor, prepare, and review other reports when required/requested

Reporting Relationships: □The committee chair reports to the Chief Academic Officer and provides recommendations to other institutional offices and college personnel as needed. Institutional assessment components deemed appropriate for campus-wide reporting will be determined by the assessment committee and shared with the Chief Academic Officer.

#### Appeal Process

Any faculty/staff member wishing to question policy or

committee recommendations or urge a broader hearing on such issues should first make that wish known to the committee. In the event the faculty/staff member and/or the committee feel further action is required, the Chief Academic Officer will be consulted and the appropriate referral made to institutional governing bodies according to institutional policy.

## Amendment Process

Bylaws may be changed through the following process:

Job titles included in these bylaws may be updated by the Chief Academic Officer upon his/her authority or by the assessment committee upon its own authority.

Changes to these bylaws may be brought to the assessment committee for a first reading and then acted upon at any subsequent meeting, provided the action item is announced at least 48 hours in advance as an agenda item. The assessment committee shall review suggestions and vote on changes for final approval.