



CHARTER DATA

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| COMMITTEE/COUNCIL, TASKFORCE NAME: | Assessment Committee |
| CHAIRPERSON: | Christie Hughes and Allison Price |
| DATE ADOPTED: | March 3, 2023 |
| DATE LAST REVIEWED: | March 3, 2023 |

A committee/council/taskforce charter describes the committee's purpose, scope of authority, specific responsibilities, membership composition, meeting frequency, and accountabilities. All committees are formally chartered by the College's Leadership Council, is accountable to the same, providing quarterly written updates. A charter may be concluded at any time if its form and function is no longer viable and/or required.

Mission/Purpose:

Provide a brief statement of the mission and/or vision for this committee.

The Assessment Committee facilitates the assessment of student learning at the course, program and institutional levels in alignment with our accreditation at the Higher Learning Commission.

Authority & Objectives:

List in bulleted format the scope of authority and responsibilities of the Committee.

The Committee shall:

- Provide framework for assessing student learning outcomes at the course, program/discipline, and institutional level
- Support the development of institutional and program/discipline level assessment plans
- Maintain content on the College's assessment webpage
- Implement, maintain, and monitor systems for collecting assessment data
- Assist faculty with strategies and tools to effectively assess student learning
- Provide input for periodic review of the College's General Education Outcomes (GEOs) and Institutional Learning Outcomes (ILOs)
- Respond to analysis and trends in learning assessment to recommend improvements in instructional assessment strategies
- Identify and promote best practices in assessment of student learning

Agenda, Minutes & Reporting:

Provide information on who will provide administrative support and develop the meeting agendas. Provide a list of what will be recorded in the meeting minutes and who is responsible for recording and sharing, and where.

The Instructional and Adjunct Faculty Coordinator will provide administrative support. Meeting agendas will be created by the committee chair(s). Meeting minutes and action items will be recorded and shared to the committee on a monthly basis.

Deliverables:

Provide information on the expected outcomes of the committee over the next 12 month period.

- Oversee the assessment section of annual course review process of the Curriculum Committee
- Collect and enable reflection on data from the GEO Core, and the Closing the Loop forms
- Maintain the GEO Contextual assessment cycle
- Maintain a repository of Program Matrices through interaction with the program review cycle

Meeting Frequency:

Provide information on how often the Committee will convene and when.

Meetings will occur on the first Friday of the Month from 10:00 am - 11:30 am. Meetings will be held online or on Central Campus.

Membership:

List Committee representatives; include key areas/functions. Include information on how often and when Committee members will be confirmed, and how often changes in membership are made.

Employees become members of the Assessment Committee through nomination by department faculty or appointed by administration. Membership shall be representative of the College’s instructional departments and shall reflect the diversity and demographics of the College. Membership shall include:

- a. Standing members
- b. Term-limited members – Appointed to fill a defined period or purpose
- c. Ex-officio/Ad-Hoc members – Appointed to fill a process or input specific function (e.g. IR, IT, students, etc.)

Roles and Responsibilities

- 1. Chairperson(s) – Prepares the agenda, runs the meeting and maintains order; serves as the point of contact for the committee; is accountable for representing the committee and making reports on behalf of the committee. The Chairperson is a voting member of the committee.
- 2. Recorder – The recorder captures discussions, problem solving and planning of the committee in an unbiased manner and prepares minutes following each meeting. The recorder is not a voting member of the committee.
- 3. Member – An appointed participant of the committee selected based on content/process expertise/interest or customer/supplier representation. Members are expected to be fully engaged participants of planning, problem solving, and decision making

Annual Evaluation Process

- a. Past Year’s Accomplishments
- b. Annual Goals Report

Identification of Key Customers/Stakeholders and Their Requirements

Key Customers/Stakeholders

Input Methods

Contact:

The Jackson College Board of Trustees
 The President’s Office
 Students
 Faculty
 The Community
 Funders/Regulators

Board Monitoring Report feedback
 Routine inquiry, policy feedback/approval
 Annual surveys, graduation and student success reports
 Assessment of learning reports and performance improvement
 Focus groups, community surveys, complaint information
 Accreditation reports, compliance reviews, audits

Please direct any questions regarding the committee to the Chairperson(s):
 Christie Hughes and Allison Price

Change Log:

| <u>Date Of Change</u> | <u>Description of Change</u> | <u>Responsible Party</u> |
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| 3/3/2023 | Chater Updated in accordance with new template | Christie Hughes Allison Price |
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