

INDEPENDENCE COMMUNITY COLLEGE ASSESSMENT COMMITTEE BY-LAWS

Mission

Provide recommendations and implementation that move the college toward a comprehensive outcomes assessment culture.

Duties

1. Provide educational programs to the campus regarding outcomes assessment theory and practice.
2. Adopt at least one annual assessment project or component of a multi-year project, and coordinate that project to completion.
3. Recommend college policy regarding implementation of outcomes assessment.
4. Prepare a one-page summary of the effectiveness of its work for the Council of Chairs.

Sub-Committees

The Assessment Committee has the authority to create sub-committees to address assessment needs in any of the key areas of the college including those related to curricular, co-curricular, and departmental assessment.

Membership

During the annual call for volunteers, interested employees should indicate the willingness to serve on this committee. Additional "recruitment" of members may be necessary to have representation from all employee groups.

Committee Composition

The committee will elect a Vice-Chair and Secretary each August. The previous year's Vice-Chair will become Chair in August. If the previous Vice-Chair is no longer employed by the college or otherwise unable to fulfill their duty as Chair, then a new Chair will be elected when Vice-Chair and Secretary elections occur. All members may serve a single year. Because outcomes assessment is not confined to academics, it is essential that all areas of the college be represented on this committee, and the leaders of each administrative division will recruit representatives to fill in any gaps.

Leadership:

Chair: The chair will be responsible for all meetings. The chair will attend the Council of Chairs with the President. It is further recommended that the chair of this committee not be the chair of any other standing committee.

Vice-Chair: The vice chair will serve as convener of the Strategic Plan Oversight Subcommittee. In this role the vice chair will keep the assessment committee apprised of strategic plan progress.

Secretary: The secretary will keep minutes of all meetings of the assessment Committee, publish those minutes to the campus announcements and assist the chair and vice chair with the completion of the annual committee assessment report by providing attendance data.

Meeting Time

Once monthly, with date and time to be decided annually by committee. Chair will notify group of times and dates. Additional meetings may be called by the Chair as needed.