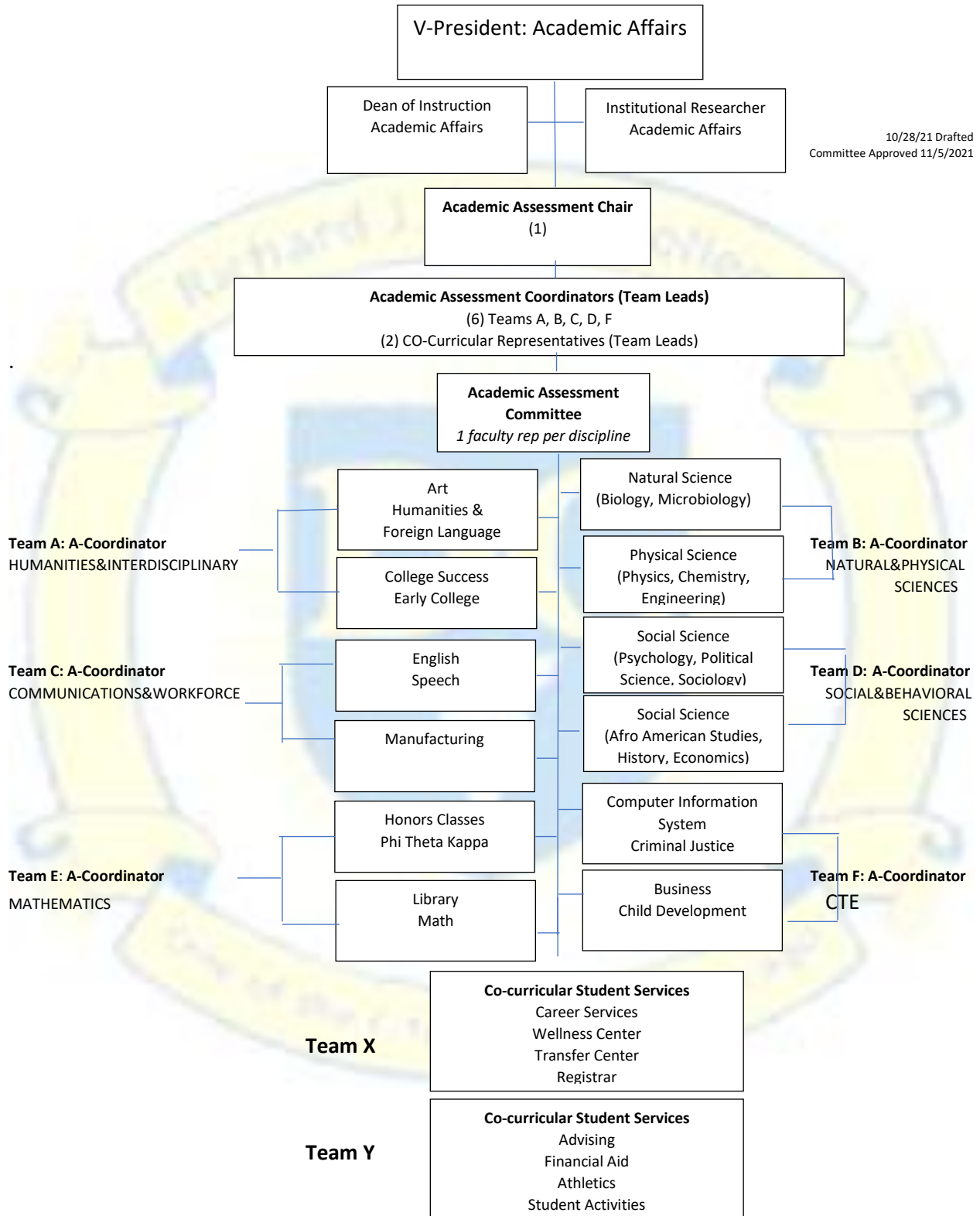


# STRUCTURAL ORGANIZATION – FRAMEWORK



NAME OF COMMITTEE	ACADEMIC ASSESSMENT COMMITTEE
COMMITTEE CHARGE	<p>The Academic Assessment Committee is a standing committee that functions as a vital subcommittee of Academic Affairs. The primary purpose of this committee is to help support student learning by ensuring that all processes related to assessment are consistent with the mission of the college, addresses the needs of students and the community, and meets the requirements of law and regulation. As such, the Academic Assessment Committee:</p> <ul style="list-style-type: none"> <li>• Reviews all Course Student Learning Outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs)</li> <li>• Reviews and approves mappings to Institutional Student Learning Outcomes (ISLOs)</li> <li>• Provides assessment training and dissemination of assessment information</li> <li>• Provides support for development, implementation, and evaluation of assessment</li> </ul>
SCOPE OF AUTHORITY	The Academic Assessment Committee has primary responsibility of the development, implementation, and evaluation of assessment in accordance with the mission of the college. The committee meets monthly during the academic year to oversee the assessment process.
REPORTS TO	The Academic Assessment Committee reports to the Vice President of Academic Affairs/Instruction and Academic Dean of Instruction/Associate Dean
COMMUNICATES WITH	The Academic Assessment Committee communicates regularly with faculty through Faculty Council, Department Chairs, HLC Criterion Committee on Assessment, Curriculum Committee A, ICCB Program Reviewers, Institutional Researcher, and Assessment Committee/Co-Curricular representatives.
MEMBERSHIP	<p>The Academic Assessment Committee membership includes the following voting/non-voting members:</p> <ul style="list-style-type: none"> <li>• One administrative co-chair and one faculty co-chair (chair)</li> <li>• Six assessment coordinators</li> <li>• One Institutional Researcher representative (<i>ex-officio</i>)</li> <li>• One faculty representative from each academic department and one representative to represent each discipline/program not in a department (unrepresented discipline positions will default to the department chair) (<i>ex-officio</i>)</li> <li>• Two Co-Curricular Student Services representatives</li> <li>• One adjunct faculty representative (<i>ex-officio</i>)</li> <li>• One Student Government Association representative (<i>ex-officio</i>)</li> </ul>

## ROLES IN DALEY ACADEMIC ASSESSMENT COMMITTEE:

**Assessment Chair** – Manage internal assessment processes and serve as liaisons to the office of Institutional Effectiveness/Research. Calls and hold meetings, provide reports, and oversees the organizational functions of the Academic Assessment Committee, oversees DA Website content for Assessment and CCC SharePoint; Acts on assessment committee as an active faculty in the academic department and is also responsible for faculty role in the course level assessment process; see faculty. **[Have instructor-role access in the Daley Assessment Repository Brightspace Shell] – Voting Member/Executive role of the Assessment Committee**

- Public, faculty representative of Assessment for RJDC
- Guides overall assessment work and sets meeting agenda
- Oversee the development, distribution, and implementation of the Assessment Calendar
- Project management for assessment related HLC Accreditation expectations
- Meets with RJDC Administration to report and advise on assessment-related issues
- Advocates for assessment resources
- Represents and reports on Assessment Committee initiatives to Chairs meeting, Faculty Council, and District Assessment Team

### **Deliverables:**

- Coordinates writing of annual assessment report
- Formally submits annual assessment report to College President
- Provides regular, ongoing communications to the RJDC community about assessment activities, findings, and recommendations
- Oversees committee projects

**Assessment Coordinators** – Work with Department Chairs, and any other college units designated to create Assessment Plans and Assessment Reports. Coordinators are responsible for assisting college units with the development of and reviewing assessment plans and reports, providing feedback to faculty to improve the quality of their assessments, facilitating assessment updates for departmental meetings and data-based decision meetings resulting from the assessment outcome reports. Acts on assessment committee as an active faculty in the academic department and is also responsible for faculty role in the course level assessment process; see faculty. **[Have instructor-role access in the Daley Assessment Repository Brightspace Shell] – Voting Member/Executive Committee of the Assessment Committee [PRODUCTIVITY MODIFICATION: Not Discipline/Department specific, instead Coordinator work in Teams A-F to conduct Program Review Assessment Evaluations for multiple disciplines/departments to cover all units in the academic framework efficiently and effectively]**

- Coordinate Department Level Outcomes development, as necessary, to help improve Department and Program assessment efforts by chairs and faculty.

- Coordinates initiatives for ongoing department level assessment and support
- Review and offer feedback to department committee representatives and Chairs
- Consult with and mentor faculty in utilizing assessment results to improve student learning
- Maintains productive working relationship with office of institutional research
- Ensures department assessment efforts lead to strong HLC accreditation-ready reporting

**Deliverables:**

- Works with TEAM-Led departments per semester to enable improved assessment efforts to enhance teaching, learning, and decision-making at departmental level
- Oversees development of reports from each department, compiling them for end-of-year reporting
- Facilitates faculty independence on data gathering, analysis, and planning future studies

**Assessment Committee Members** – Establishes the process and procedures for conducting assessment on campus. Includes establishing timelines for semester and annual plans, and reports; and for creating or reviewing the templates degree programs use to submit assessment information. Acts on assessment committee as an active faculty in the academic department and is also responsible for faculty role in the course level assessment process; see faculty [**Teams A-F**] – **Non-Voting Member**

- Attends monthly Dept. meetings
- Liaison between Assessment Coordinators and Chair and their own department Chair
- Work with Dept. Chair and other committee representatives to report Departmental assessment practices, initiatives, questions
- Co-presenter for department at Roundtable Presentations

**Deliverables:**

- Represents the department at Assessment Committee meetings
- Creates and submits Departmental RoundTable slide each academic year
- Assists in disseminating assessment communications and reporting documents

**Department Chairs** – Initiates, coordinates, and follows course assessment schedule and report assessment activities to meet the submission dates established by Assessment Committee timelines. Responsible for operation of assessment within discipline/department to achieve increased institutional effectiveness; Collaborates and responds to Academic Assessment Coordinators request for completed assessment plan and completed outcome reporting templates with supporting documents/data. Retains

copies of Assessment Plans and Reports within department; prepares Assessment Presentation for Roundtable Discussion with Assessment Committee. Acts as an active faculty in the academic department and is also responsible for faculty role in the course level assessment process; see faculty

- Provide regular updates to the Assessment Coordinators and to their department
- Design, in consultation with department faculty, a working plan for assessment to meet the College Wide Assessment Cycle Reporting timelines
- Initiate, Disseminate, and Collect assessment reporting documents to departmental faculty
- Consult with and mentor faculty to use assessment results to improve student learning
- Supports the assessment process in disseminating the DSLO to all departmental faculty
- Ensures Departmental Assessment Reports lead to strong HLC accreditation-ready reporting

**Deliverables:**

- Submit department completed Course Level Assessment Reporting Forms #1-#4 to the TEAM-Led Assessment Coordinator
- Design and maintain an assessment calendar for unit assessment cycles within the department
- Close the loop by sharing results
- Complete the annual Department Chair Department Assessment Summary Report of Assessment work and submit to the Assessment Coordinator

See also Collective Bargaining Agreement: [ARTICLE VII Section M.3.h and k](#)

**Faculty** – Collectively and within respective departments, define measurable outcomes to assess, select methods and measures, and use findings to improve student learning outcomes. Prepare individual course Assessment Plan and complete individual course Assessment Outcome Reports to submit to Academic Assessment Coordinators via Department Chairs for filing plan and report copies within department.

See also Collective Bargaining Agreement: [ARTICLE VII Section I.2 and L.3](#), also assessment participation can help strengthen the Self Evaluation Section #4-6, #8, 9a and c; and the Portfolio Preparation Section II. 5. #1, 2, and 5.