

Academic Assessment Committee By-Laws

The Academic Assessment Committee is a standing Committee of the Faculty and serves as the primary advisory body about practices for the evaluation of student learning outcomes in Richard J. Daley degree and certificate programs. The Committee also coordinates, but does not implement, the overall program for the assessment of institutional (general education) learning outcomes. The Committee is responsible for providing feedback and support to Departments by reviewing reports about their assessment of student learning outcomes, and for identifying and disseminating promising assessment practices.

Primary Functions

The primary functions of the Academic Assessment Committee are to:

- Provide feedback and support about assessment to Departments on a multi-year cycle through a review of reports about the assessment of student learning in their programs and in general education courses offered by the Department. **The Committee addresses assessment models, plans, and use of findings but will not evaluate the level of student performance or learning.**
- Identify promising assessment practices and make recommendations for professional development, when available.
- Coordinate the assessment of institutional student learning outcomes by establishing procedures and practices by which Department-based assessment findings may be connected and aggregated.
- Communicate with the **Curriculum Committee** about student learning outcome mapping on syllabi going before the PACC process and make appropriate suggestions based on findings from assessment.
- Communicate with the **General Education Subcommittee** about student learning in general education and make appropriate suggestions based on findings from assessment.
- Communicate with the **Student Services Subcommittee** about student learning in co-curricular units and make appropriate suggestions based on findings from assessment.
- Communicate with faculty and the college wide community to highlight promising assessment models and **promote faculty ownership of the assessment process.**
- Advise the Office of Academic Affairs about institution-wide initiatives to assess student learning outcomes.
- Identify **Ad-hoc committees** as needed to move the Assessment Committee forward.

Membership

Committee membership will consist of:

- Seven (7) **voting** full-time faculty members made up of six **assessment coordinators** and one **assessment chair**, representing different academic departments. Voting members serve

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staggered three-year terms and may serve no more than two consecutive full terms. *Exception: Unanimous vote to retain membership.*

- Twenty-six (26) **non-voting** full-time faculty members made up of one representative per department/discipline to serve as **assessment committee member**. Non-voting members serve staggered two-year terms and may serve no more than three consecutive full terms. *Exception: Only full-time faculty in department or unanimous vote by committee to retain membership.*
- The Dean of Student Services may choose to appoint two (2) additional **voting co-curricular members** to the Committee. Appointed co-curricular members serve one-year terms, for up to six consecutive years. *Exception: Unanimous vote by student services to retain appointee.*
- The **Director of Institutional Research and Effectiveness** is a **non-voting** (ex-officio) member of the Committee.

Provision for ad hoc committees

To promote continuity of the **ad hoc Committee on Assessment**, each ad hoc shall have 3 to 6 members to serve terms beginning in 2022-23, the (voluntary) rotation of ad hoc members to serve terms beginning in 2023-24, and beginning in 2024-25, and so on. Ad hoc of the assessment committee may be established as applicable to the need and may be formed by the voting members of the assessment committee at the time of the need.

Approved by the voting members of the Assessment Committee 12/10/2021