



Name:	Academic Assessment Committee				
Purpose:	The purpose of the Academic Assessment Committee is to lead academic assessment at UA-Pulaski Technical College to meet its students learning needs. The goal of the committee is to provide and support a model of assessment and program review that can be used throughout the college to continually improve student learning. The primary objectives are the creation of an assessment process, a program review process, and the oversight of student learning outcomes for all academic programs at UA-PTC.				
Sponsor:	Provost				
Co-Chairs:	Faculty Assessment Chair and Co-Curricular Assessment Chair				
Recorder:	Elected from membership				
Membership:	Members (By Title or Constituency)	Member Type	Division/ Department	Voting (Y or N)	Other Notes
	Faculty Assessment Chair	Permanent	varies	Y	
	Perkins Coordinator	Permanent	Academic Partnerships	Y	
	Assessment School Lead	Permanent	School of Fine Arts and Social Sciences	Y	
	Assessment School Lead	Permanent	School of Science, Mathematics, and Allied Health	Y	
	Assessment School Lead	Permanent	School of Technical and Professional Studies	Y	
	Co-Curricular Assessment Chair	Permanent	Varies	Y	
	3 Faculty	Representative	School of Science, Mathematics, and Allied Health	Y	Assessment Leads Recommended
	3 Faculty	Representative	School of Technical and Professional Studies	Y	Assessment Leads Recommended

Academic Assessment Committee Charter

Last Revised: 3/10/2023

	3 Faculty	Representative	School of Fine Arts and Social Sciences	Y	Assessment Leads Recommended
	1 Staff	Representative	Advising	Y	Advisor responsible for Prior Learning Assessment
	1 Staff	Representative	Student Services	Y	
	1 Staff	Representative	Library	Y	
	1 Non-Instructional Dean	Representative	Rotating	Y	
	1 Instructional Dean	Representative	Rotating	Y	
Membership Totals:	20 (70% faculty), all voting				
Resources:	Institutional Effectiveness Office and Committee, HLC Criteria for Accreditation, Strategic Plan, Academic Master Plan				

Meeting Schedule:	1 st Friday, monthly at 1 pm
Duties: (Reviewed Annually)	<ol style="list-style-type: none"> 1. Oversee application, use, and understanding of assessment data at the course, program, and institutional levels to further continual academic program improvement in the promotion of student learning. 2. Evaluates the assessment processes at the program and institutional level. 3. Coordinate assessment activities to meet HLC accreditation standards, program accreditation standards, and program approval standards. 4. Oversee program review activities throughout the college to include program review scheduling and program review report approval. 5. Oversee and provide consultation on development and renewal of student learning outcomes at the course, program, and institutional levels. 6. Oversee and provide consultation on the development and renewal of co-curricular learning outcomes. 7. Consult with General Education Curriculum Committee on student learning outcomes for general education programs. 8. Collaborate with faculty and staff to continually ensure the assessment process supports the mission of the college.
HLC Alignment:	Criterion 3, 4, and 5

Academic Assessment Committee Charter

Last Revised: 3/10/2023

Boundaries:	<ul style="list-style-type: none">• Council input is related to the defined purpose and may be strategic, operational or improvement focused in nature.• The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget.• The Chancellor reserves final decision-making authority for operational matters.• Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations.• Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.
Operating Guidelines:	<p><u>General Guidelines</u></p> <ol style="list-style-type: none">1. Annually review charter.2. Annually staff and train members on effective and efficient meeting practices using quality tools.3. Annually select chair and recorder, if needed.4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members.5. Receive and review reports on a monthly basis. Provide feedback to each committee.6. Submit recommendations to appropriate Council.7. Prepare monthly reports for appropriate Council.8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide. <p><u>Committee/Council Business</u></p> <ol style="list-style-type: none">1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.

2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM.
3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting.
4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting.
5. All action items must be completed in a timely manner; preferably by the established deadline.

Meetings

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
 - It is the responsibility of the group member to notify the committee chair when they will not be able to attend a scheduled meeting.
 - If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences, and will submit a request for a replacement to the supervisor or constituency.
 - If a member is unable to attend, they may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.
5. Meetings will be open to all represented persons, although privileges may be limited.
6. Begin and end meetings on time: use cell phones as universal time
7. Quorum will be 50% plus one of the total current membership.

Academic Assessment Committee Charter

Last Revised: 3/10/2023

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| | <ol style="list-style-type: none">8. The group will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order. The chair may appoint a parliamentarian to assist the chair.9. Decisions will be made based on a majority vote of those present. |
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Academic Assessment Committee Charter

Last Revised: 3/10/2023

	<p><u>Member Conduct/Ground Rules</u></p> <ol style="list-style-type: none">1. Come prepared; Read all materials prior to meeting.2. The meeting environment is a safe zone; there is no rank in the room.3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.4. One speaker at a time.5. Agree only if it makes sense to do so.6. Support decisions made on consensus.7. Keep comments on target with topics/tasks at hand.8. Be respectful of one another.9. All ringers on cell phones/electronic devices should be turned off or set on vibrate. <p><u>Annual Evaluation Process</u></p> <ol style="list-style-type: none">A. Past Year's Accomplishments of GoalsB. Committee/Council Self-Evaluation
Subcommittees:	None
Versions:	<ul style="list-style-type: none">• Charter Drafted: Spring 2018 ☐• Charter Adopted: March 30, 2018 ☐• Revised: 7/1/19• Revised: 9/24/19• Revised: 9/6/2020• Charter Adopted: October 4, 2019