

## ACADEMIC OUTCOMES ASSESSMENT COMMITTEE (AOAC)

### **Purpose:**

To provide guidance to faculty and oversight for the assessment of outcomes through the following:

- Developing and implementing processes for completing assessment plans, reports, and program reviews
- Reviewing assessment plans, reports, and program reviews and providing feedback
- Analyzing and interpreting assessment results
- Disseminating assessment results to the College community

### **Responsibilities:**

- Address issues regarding assessment of student learning
- Review and make recommendations regarding the process of program assessment to the Vice President and Associate Vice President of Academic Affairs
- Review assessment and program review documents
- Communicate recommendations concerning program assessment to the appropriate academic dean or program faculty

AOAC will consider issues related to program outcomes assessment at the request of the Vice President or Associate Vice President of Academic Affairs. The Committee may also seek the consent of the Vice President or Associate Vice President of Academic Affairs to consider relevant issues. Once granted, the Committee will accept, seek out, and carefully examine information related to the issue. The Committee will develop and submit recommendations regarding the issue to the Vice President and Associate Vice President of Academic Affairs.

### **Membership:**

#### Voting Members

- Two faculty members from each Academic Division, appointed by the Academic Dean
- One Academic Dean, appointed by the Vice President of Academic Affairs

If a voting member cannot attend an AOAC meeting, a designated substitute may attend. However, the substitute may not vote on matters before the Committee. No proxy votes are allowed.

#### Resource Members

- One representative from Institutional Effectiveness
- One representative from Student Affairs
- One representative from the Library
- Others by invitation

#### Ex Officio Members

- Associate Vice President of Academic Affairs
- Director of Center for Learning and Teaching
- Non-voting Academic Deans

#### Co-Chairs

- Faculty Co-Chair
- Director of Curriculum and Assessment

### **Organization and General Operation:**

A. Members will be appointed prior to the fall semester. The term of office for all voting members will be **three years and will begin with the fall semester**. In general, members should not serve consecutive terms. In the event that a Committee member is unable to fulfill his or her Committee obligations, including attendance, a replacement member will be chosen to complete that term of office in the same manner as his or her predecessor.

B. The Vice President of Academic Affairs, following a request from faculty for interested applicants, will appoint the Faculty Co-Chair of AOAC. Recommendations from the Associate Vice President of Academic Affairs and the voting faculty members of the AOAC will be considered. The Faculty Co-Chair of AOAC will serve no more than two consecutive three-year terms. The Faculty Co-Chair will confer with the Vice President of Academic Affairs to determine reassignment time.

C. The Faculty Co-Chair, with administrative assistance from the Office of Academic Affairs, has the following responsibilities:

- Chair meetings
- Identify assessment issues to be addressed by Committee
- Communicate with faculty about assessment issues as needed
- Report at Student Learning Council meetings
- Visit with department chairs as needed
- Assist with assessment workshops as needed
- Attend workshops or meetings per direction of Vice President or Associate Vice President of Academic Affairs
- Attend division/department meetings as requested
- Participate in department chair meetings as needed
- Meet with the Vice President of Academic Affairs, Associate Vice President of Academic Affairs, Curriculum and Assessment, Institutional Effectiveness, or others as needed

D. Either the Faculty Co-Chair or the full Committee may organize subcommittees and/or ad hoc committees for the purpose of expediting particular functions that cannot be performed as appropriately in meetings of the full committee. Any such subcommittee and/or ad hoc committees will provide minutes of their meetings and/or recommendations to the Faculty Co-Chair or full Committee so that the full membership is kept aware of their activities.

E. Any member of the college community may attend AOAC meetings.

F. AOAC actions require a quorum of one half of the voting members. A simple majority vote will determine a matter.

G. The AOAC will periodically review its structure and function.

**Committee Actions:**

- To be reviewed by the Committee, assessment documents must be submitted electronically by the due dates.
- Faculty originators will submit assessment documents for the Committee to review, and the Committee will review in a timely fashion and provide feedback.
- The Committee will provide recommendations and feedback on assessment documents for the faculty and Division Dean to review.
- The Division Dean may suggest revisions or additional supporting materials from the faculty before approving the completed versions of assessment documents.
- The Division Dean will submit completed versions of assessment documents electronically.
- Annual assessment reports and five-year assessment plans are submitted electronically and forwarded to Academic Affairs.
- Program reviews are submitted electronically and forwarded to Academic Affairs for meetings and discussions with the faculty, Division Dean, and the Vice President and Associate Vice President of Academic Affairs.