

ENTRY-LEVEL ASSESSMENT COMMITTEE (ELAC)

Purpose:

To provide a structure and process for ensuring entry-level assessment enhances the success of students through the following:

- developing and implementing placement strategies
- reviewing placement strategies and providing feedback
- analyzing and interpreting entry-level assessment results
- disseminating assessment results to the College community

Responsibilities:

- Address issues regarding entry-level assessment and student success
- Review and make recommendations regarding placement strategies for entry-level assessment to the Vice President of Academic Affairs and Associate Vice President of Academic Affairs
- Review placement strategies and entry-level assessment information
- Communicate recommendations concerning entry-level assessment to the appropriate academic dean or program faculty

ELAC will consider issues related to entry-level 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
- Dean of Arts, English, and Humanities and Dean of Science, Engineering, and Mathematics

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

Resource Members

- Registrar
- Director of Student Success Advising
- Institutional Effectiveness
- Others by invitation

Ex Officio Members

- Associate Vice President of Academic Affairs
- Director of the 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 ELAC. Recommendations from the Associate Vice President of Academic Affairs and the voting faculty members of ELAC will be considered. The Faculty Co-Chair of ELAC 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 ELAC meetings.
- F. ELAC actions require a quorum of one half of the voting members. A simple majority vote will determine a matter.
- G. ELAC will periodically review its structure and function.

Committee Actions:

- To be reviewed by the Committee, placement strategies must be submitted electronically by the due dates.
- The originators will submit the placement strategy to the Division Dean. The Division Dean may suggest revisions or additional supporting materials from the faculty before approving the placement strategies.
- The Division Dean will submit the placement strategy electronically for initial review.
- The Division Dean, faculty originators, and any supporting faculty shall attend the scheduled ELAC meeting and present the placement strategy.
- ELAC will make a recommendation on the presented placement strategies.
- ELAC will forward approved proposals to the Associate Vice President of Academic Affairs, who may approve the placement strategies, deny the placement strategies, or suggest revisions to the placement strategies. If the Associate Vice President of Academic

Affairs approves the placement strategies, then he or she may forward the proposals to the Vice President of Academic Affairs for review. A placement strategy's approval at the Entry-Level Assessment Committee does not automatically result in approval from the Associate Vice President of Academic Affairs.

- The final decision on placement strategies resides with the Vice President of Academic Affairs, who may approve the placement strategies, deny the placement strategies, or suggest revisions to the placement strategies. A placement strategy's approval at the Entry-Level Assessment Committee does not automatically result in approval from the Vice President of Academic Affairs.