

## **Assessment Committee Description**

The pages in this document are extracts from the Decision-Making Document that focus on the description of the Assessment Committee. The Decision-Making Document describes how decisions affecting the entire college are made. It is posted at

<http://www.bakersfieldcollege.edu/collegecouncil/dmtf/index.asp> .

This extract of the Decision-Making Document is from the version dated November 16, 2010 and this file was created October 27, 2011.

## Glossary of Committees

<b>Name</b>	<b>TYPE</b>	<b>MEMBERSHIP</b>	<b>DEFINITION</b>
<b>Academic Senate</b>	G	elected	Represents the faculty to the Administration and the Board of Trustees with respect to academic and professional matters (AB 1725) outside the scope of the bargaining unit.
<b>Accreditation Steering</b>			
<b>Administrative Council</b>	O	Assigned	Coordinates information and recommends administrative action to the President.
<b>Assessment</b>	G	Appointed	Coordinates all student learning outcomes assessment processes and reports to Executive Vice Presidents of Academic Affairs and Student Services.
<b>Budget</b>	G	Appointed	Makes recommendations to the President regarding budget processed and procedures to insure alignment of college-wide planning and budget allocations.
<b>College Council</b>	G	Appointed, assigned, or elected	Gathers input from all constituency groups and makes recommendations to College President, particularly on college goals, strategic planning, budget matters, facilities, planning, accreditation, and other college-wide matters.
<b>Commencement</b>	WC	Invited	Coordinates, plans and implements commencement event and makes suggestions regarding the ceremony to the President.
<b>Committee On Committees</b>	A	To be determined	Reviews requests to create new campus-wide committees and annually evaluates the effectiveness of the committees. Recommends to President and College Council.

NAME OF COMMITTEE	<b>ASSESSMENT COMMITTEE</b>
COMMITTEE CHARGE	<p>To hear updates of assessment projects including CLIPS, Campus Conversations and training, review program level assessment plans in Unit Plans turned in at least annually and Course level assessment plans during curriculum review process and provide feedback, as follows:</p> <ul style="list-style-type: none"> <li>• Communicate with all committees/areas involved in assessment on campus. (IEC, Curriculum Committee, Gen Ed, etc.)</li> <li>• Supervise development and updating of an assessment website</li> <li>• Assist IEC co-chairs and IRP director in implementation of assessment training including preparation of Program Review self-studies and annual Unit Plans</li> <li>• Provide support to faculty, staff, and administrators in the development, implementation and evaluation of assessment plans including course level learning outcomes and administrative unit outcomes</li> <li>• Act as liaison to accreditation steering committee providing input regarding assessment</li> <li>• Keep up-to-date on state and national information on assessment</li> <li>• Function as a member of Academic Senate Executive Board and attend meetings regularly</li> <li>• Update annual reports to ACCJC documenting college-wide progress</li> <li>• Co-Chair Assessment Committee and schedule regular meetings in consultation with Administrative co-chair.</li> <li>• Serve on Institutional Review Board and assist in keeping campus aware of human subject guidelines</li> <li>• Work with <i>Assessment Activities Coordinator</i> to plan workshops with inside and outside speakers</li> </ul>
SCOPE OF AUTHORITY	<p>In order to maintain administrative oversight of the entire range of campus assessment activities, an Assessment Team meets at least once per semester to set college-wide assessment goals, plan for the Community College Survey of Student Engagement and Noel-Levitz schedules, and assess needs of faculty and staff in regard to assessment training.</p>
REPORTS TO	
COMMUNICATES WITH	. . . and the college community.
COMPOSITION	Chaired by Faculty Assessment Coordinator