



HLC Accreditation Evidence

Title: Team Charter Example - Outcomes Assessment Committee

Office of Origin: Vice President of Instruction - Assessment of Student Learning

Outcomes Assessment Committee

2015-2016 Team Charter

Sponsor

Robin Garrett, Ph.D.

Chair(s)

Jo Harrington – Barton County campus

Membership

Faculty membership on the Outcomes Assessment Committee is voluntary. Faculty team members will serve three-year terms. At the end of a member's term, a replacement will be appointed with the assistance of Faculty Council, if needed. Whenever possible, appointments will be based on the instructional department/area represented by the vacating member. Upon approval of the Outcomes Assessment Committee membership, the Vice-President of Instruction and Student Services may request and approve appointments and/or additional committee members. Members may request to extend their membership.

Team Members

Faculty

- Kathy Boeger
- Vern Fryberger
- Steven Lueth
- Brenda Siebold
- Ange Sullivan

Staff (As needed)

- Randy Thode

Ex-Officio Membership

- Dean of Academics
- Dean of Military Academic Services
- Director of Learning Services
- Dean of Workforce Training & Community Education

Student Representative(s) (As needed)

Purpose

The purpose of this committee is to update and ensure the implementation of the College's Outcomes Assessment Plan and Strategic Plan.

Importance

This committee provides the leadership necessary to ensure that the assessment of student learning is providing consistent and useful data to faculty, the instructional divisions, and the institution for the improvement of the curriculum and student learning

Scope

The Vice-President of Instruction and Student Services, in cooperation with the members of the committee, shall retain the responsibility for the development of faculty-driven assessment activities which document and improve student learning.

The Committee will

- foster college-wide faculty involvement in assessment activities;
- encourage consensus in the planning, implementation, analysis, and documentation of assessment activities;
- support faculty-control of the curriculum;
- advise the Learning, Instruction, and Curriculum Committee as needed.

Schedule

The committee will meet regularly to complete its tasks and to report progress toward the development and implementation of the College's assessment plans. The committee shall post minutes of the committee's meetings so that they are electronically accessible to all faculty.

Deliverables

The Committee will

- facilitate two-way communication between the committee and individual faculty members and departments;
- recommend, develop, and/or implement strategic initiatives that support the assessment of student learning;
- design, recommend, and implement the College's assessment plans;
- ensure that the assessment plan and the Strategic Plan address student learning at all levels, including institutional, program, course, classroom, and co-curricular;
- name personnel responsible for implementation of assessment and allows for faculty control of the curriculum;
- educate the institution's constituent academic units about the significance of their on-going participation in the assessment process, providing resources, assistance, and training.

Measures

- Posting of current assessment committee documents.
- Report accomplishments to the Vice-President of Instruction and Student Services, the President, Deans, Board of Trustees, and others as deemed necessary by the Vice-President of Instruction and Student Services.
- Annual evaluation of assessment activities and report of results to Vice-President of Instruction and Student Services

Other

A budget has been established for use by the Vice-President of Instruction and Student Services for College-wide Outcomes Assessment activities. Accordingly, it is within the committee's purview to recommend activities that entail budget expenditures.