

# Assessment Committee Charter

## Statement of Purpose

### **Committee Objectives:**

- Help Honolulu Community College develop comprehensive institutional effectiveness procedures, processes, and models designed to insure the continuous assessment of the effectiveness of all components of the college's programs and service, including: credit and noncredit instruction, student services, facilities and equipment, community outreach, administration, maintenance, communication/computer support, library support, academic support, secretarial/clerical support, campus security, and linkages to the feeder schools, the workplace, and transfer institutions.
- **Plan, prioritize, coordinate, and communicate assessment efforts.**

### **Key Tasks and Responsibilities of the Committee:**

- Ensure conduct of campus - wide surveys and assessment efforts.
- Ensure sufficient professional development opportunities for administrators, faculty, and staff in support of ongoing assessment efforts.
- Ensure the College responds to Accreditation requirements with regard to assessment activities.
- Facilitate sharing and dissemination of models, pilots, precedents and findings that result from College assessment activities.
- Provide a forum for discussion and agreement of all sectors of the College regarding standards, templates and policies related to assessment activities to include annual assessment and program review.

### **Operating Procedures:**

- The Chair will collect input to create the agenda, and follow up to ensure completion of identified tasks and responsibilities.
- Representatives are responsible for bringing to the committee the concerns and input of their constituencies, and dissemination of Committee decisions and responses back to these groups.
- Meetings are open to all members of the campus. Only those officially on the Committee can participate in final decisions.

## Authorization

- Authorized by the FSEC - Fall 2001.

## **Structure of the Committee**

### **Membership:**

- Assessment Coordinator
- CPC Chair (or liaison, to be chosen by the CPC)
- FSEC Chair (or liaison, to be chosen by the FSEC)
- SSEC Chair (or liaison)
- Student Senate Representative (to be chosen early in Fall Semester)
- One UC Division Chair (to be chosen by the UC Division Chairs)
- Tech I Division Chair
- Tech II Division Chair
- Student Services Representative
- Academic Support Services Representative
- Administrative Representative (two year term)
- Institutional Researcher
- Accreditation Liaison Officer
- Faculty Representative (chosen at large – to be appointed by the FSEC chair in consultation with the Dean of Academic Affairs)
- Staff Representative (chosen at large – to be appointed by the SSEC chair in consultation with the Dean of Academic Affairs)

### **Membership is determined in three ways:**

- Members who belong by virtue of their position (e.g. Institutional Researcher)
- Members who are chosen by the committee they represent (e.g. FSEC representative)
- Members who are selected through consultation between FSEC or SSEC Chair and DOAA (e.g. staff-at-large.)
  
- Those who represent committees or constituencies may resign. Their replacement is to be chosen in the same manner as the original member was chosen.

- Chair and recorder are selected at the beginning of the academic school year by members of the committee. The Committee may decide to rotate the duties of taking minutes.
- Meetings are convened and chaired by the Assessment Coordinator.
- Decisions are made based on consensus. (moved from Meetings to Operating Procedures)

### **Scope of Authority**

- The Committee has the authority to establish timelines, deadlines, and mandate standardized assessment practices (e.g. course student learning outcomes).
- Decisions by the Committee will be passed on and carried out by those in leadership positions - Division Chairs, Administration, heads of departments and units.
- For mandated actions, the Committee will send recommendations for approval to FSEC and SSEC.

### **Meetings**

- Meetings are generally held on a bi-weekly basis.

### **Documentation/Communication**

- A recorder is identified for each meeting. Drafts of the minutes are circulated to the committee via email for review and revision.
- Completed minutes are sent to the campus as email attachment, and are posted to the Intranet.
- Relevant documents produced by the committee or guiding its actions are posted to the Intranet.