Clackamas Community College - Assessment Committee Charter

Approved by the committee, 6/5/2017

**Definitions**

*Assessment:* Assessment is the process of gathering evidence of student learning, reviewing the evidence to determine if students are learning what they are expected to learn, and using this evidence to improve courses and programs. The process of *Program Assessment* involves faculty collaboratively assessing student learning in order to evaluate and maintain an effective curriculum. A major focus of program assessment is assessing student achievement of P*rogram Learning Outcomes*, which are the skills and knowledge that programs determine students should be able to demonstrate by the time they graduate. Program assessment as defined at CCC includes assessment of degree programs as well as general education.

**Mission**

The mission of the Assessment Committee is to guide and support faculty-led academic assessment at CCC and to promote a culture of engagement with teaching and learning.

**Purpose**

The purpose of the Assessment Committee is to provide consultation and recommendations regarding the academic assessment process and policies at CCC. The Committee reviews the assessment process and activities at CCC in order to note effective practices, identify any areas for improvement, and build capacity for useful, faculty-led academic assessment.

**Scope**

The committee is tasked with the following responsibilities:

* Promote and maintain faculty governance of the academic assessment process, specifically, but not limited to, program assessment.
* Provide direction and boundaries for academic program assessment practices, drawing from the national assessment conversation, best-practice literature, engagement with CCC faculty and administration, and the local needs and context of CCC academic programs.
* Make recommendations to the administration and relevant offices and committees regarding policies and practices that involve assessment.
* Make recommendations to the administration and relevant offices and committees regarding needs for resources and professional development programming for assessment.
* Provide feedback directly to programs about their assessment practices based on peer-review criteria determined by the Assessment Committee. Feedback to programs is formative in nature, aimed at supporting programs in improving their assessment process.
* Annually review CCC’s assessment practices and report a summary of those practices along with recommendations to the Mission Fulfillment Committee. In determining the focus and structure of the report, the Assessment Committee considers its committee-defined direction and boundaries for assessment practices (see bullet #2 above) as well as considering the accreditation reporting and other needs of the Mission Fulfillment Committee.
* The Committee does not have responsibility for enforcing faculty compliance with required assessment work. For example, if the Assessment Committee report to the Mission Fulfillment Committee shows that some programs are not doing required assessment work, the follow-up falls with the administration.

**Membership**

Voting Members

* Committee Chair (the Assessment Coordinator)
* The Assessment Coaches
* Faculty representation from each academic division in the college
* Faculty representation of general education assessment

Non-voting Members

* Deans or Associate Deans to represent each academic division in the college
* Chair, Instructional Support & Professional Development
* Representation from Institutional Research

**Process**

The Committee Chair works with the Committee to develop goals and tasks. The Committee has the purview to develop subcommittees or taskforces.

The Committee engages in review of CCC academic program assessment activities, formative feedback to programs about assessment, and policy-making and recommendations.

The work of the larger committee helps inform direct support of faculty assessment work by the Assessment Coaches and the Assessment Coordinator; support takes the form of activities such as consultation and facilitation services to help faculty implement improvements in their assessment system. The Assessment Coordinator is a faculty member in Instructional Support & Professional Development and the Assessment Coaches are faculty members representing the academic divisions. The Assessment Committee works with the administration to determine policies about the selection process for Coach positions and the Coaches’ role and responsibilities.

**Relationship to Other Committees**

The Assessment Committee reports to College Council and it works with the Mission Fulfillment Committee, Instructional Support & Professional Development, Faculty Senate, the Curriculum Committee, and ISP. It communicates its work through departments, divisions, its Moodle site, the external website, and the shared governance process.