

**KENNEDY-KING COLLEGE ASSESSMENT COMMITTEE**  
**By-Laws**

**SECTION I – SCOPE OF RESPONSIBILITY**

**I. PURPOSE**

Student learning is at the heart of the Kennedy-King College mission. An effective continuous improvement process of assessing student learning will allow for data-based decisions to help improve teaching and learning. Furthermore, it will demonstrate to internal and external constituents the effectiveness of current learning methods and the efficiency and agility to improve learning methods found ineffective. The purpose of the Kennedy-King College Assessment Committee is to facilitate the development and implementation of an organized and sustained assessment process to evaluate and improve student learning that will make Kennedy-King College an institution of academic excellence.

With this purpose in mind, Kennedy-King College Executive Assessment Committee is charged with accomplishing several goals:

- Update the college's assessment goals for assessing student learning outcomes in and out of the classroom annually aligned to institution and district strategic goals.
- Consult with academic and co-curricular department/program Chairs, and individual faculty members to develop and improve learning goals and assessment plans at the course, department/program, and institutional level
- Support academic and co-curricular department/program chairs to develop and improve learning goals and assessment plans for all departments and programs.
- Help prepare reports for the Higher Learning Commission related to past visiting team recommendations and upcoming annual and cyclical reports
- Educate and energize the college community about the assessment process and its value in improving student learning
- Approve and ensure the Institutional Effectiveness (IE) Program Review process is carried out annually
- Encourage faculty collaboration within and between disciplines on assessment related initiatives

**II. TASKS**

To be effective, the following processes will occur:

1. Create college-wide student learning assessment plan with guidelines and timelines as needed.
2. Work with other institutional bodies and members – such as Institute Researcher, Student Services Management Team, Faculty Council, etc. – on assessment related initiatives, reviews, or projects.
3. Coordinate assessment related activities and initiatives throughout the campus
4. Organize workshops and professional development opportunities to assist faculty and co-curricular department staff in developing and executing assessment plans

5. Align assessment activities, methods, and instruments with the learning outcomes expected by the faculty and ensure their validity and reliability.
6. Coordinate the IE Program Review process.

## **SECTION II – ORGANIZATION**

### **I. STRUCTURE**

#### **A. MEMBERSHIP**

Assessment is a college-wide process. As part of the student learning process, it should be led by faculty and staff. The College firmly believes that faculty, student support, and auxiliary services should collaborate in planning and implementing a student learning outcomes assessment program. The Committee's activities will be supported by the institutional structure of the college including **release time** for the Chair and designated appointed positions.

The Assessment Committee shall be comprised of members of the Executive Committee and the Academic and Co-Curricular Subcommittees.

The Executive Assessment Committee shall be made up of numerous officers: Executive Assessment Chair, Executive Assessment Co-Chair (if needed), Academic Subcommittee Chair, Co-Curricular Subcommittee Chair, Program Review Coordinator, Institutional Researcher, and Higher Learning Commission (HLC) Liaison (if needed). Additionally, the college's Vice-President and administrative members from the Office of Instruction will round out the Executive team. The Executive Committee Chair and Co-Chair shall be appointed by President of the Institution. They in turn, will identify and appoint the Academic and Co-Curricular Subcommittee Chairs, Program Review Coordinator, and HLC Liaison roles with the final approval from the Vice-President.

If subcommittee and ad hoc committee members agree liaisons are needed, the Executive Committee will select those members and determine their responsibilities. However, they will not make up the Executive Committee team.

The appointed Executive-Body members include, along with select duties:

- Executive Assessment Chair (release time included)
  - Presides over Assessment Committee meetings
  - Creates, with the assistance of the Co-Chair, meeting agendas
  - Consults and updates College administrative team on assessment related activities
  - Drafts and submits an annual assessment report to the President
  - Each semester, present an overview of the semesters work to Executive or Core Team meeting
  - Represents institution at appropriate district-wide meetings

- Oversees the development, distribution, and implementation of the Assessment calendar working with the Dean of Instruction and the Vice-President of Academic Affairs
- Coordinates the processes involved in acting on assessment data including: ensuring the analysis of the data on a regular basis and the development of improvement initiatives when indicated.
- Coordinates and maintains line of communication between the Assessment Committee and internal KKC constituents to educate and energize them about the assessment process and its value and importance in improving student learning
- Ensures the college assessment goals for assessing student-learning outcomes are up-to-date, reviewed annually, and revised when indicated.
- Coordinates new efforts to encourage faculty collaboration within and between disciplines on assessment related initiatives
- Ensures the IE Program Review Process is carried out and reviews are approved.
- Executive Assessment Co-Chair (release time included)
  - Creates, with the assistance of the Chair, meeting agendas
  - Assists the Chair in presiding over meetings when necessary, or when Chair is absent
  - Coordinates professional development activities with the assistance of Executive and General Body members
  - Assists the Chair in all assessment related initiatives as outlined in the committee goals
- Academic Subcommittee Chair (release time included)
  - Provide leadership and direction to Academic Subcommittee members
  - Consult and mentor faculty and subcommittee members to utilize assessment results to improve student learning
  - Coordinates, schedules, and monitors the progress of academic assessment initiatives and academic assessment sub-committee meetings with Academic Subcommittee members and other faculty stakeholders
  - Actively participate and contribute during Executive Assessment Committee meetings and Assessment Town Hall meetings.
  - Organize and lead Academic Assessment Sub-Committee meetings
  - Submit regular updates to the Executive Chair of the Assessment Committee
  - Prepare Academic Assessment Sub-Committee reports for annual reporting and work with the Executive Chair to prepare and submit the annual assessment report to the President
  - Works with Executive Chair of the Assessment Committee to coordinate new efforts to encourage faculty collaboration within and between disciplines on assessment related initiatives
  - Assist Executive Chair of the Assessment Committee with all activities pertaining to the administration of general education assessment including preparation of faculty instructions, surveys, and tools as well as all

communications regarding the data collection process, findings, and recommendations

- Assists Executive Chair with managing College Assessment website, internal site, and other outlets used to document and publish institutional data
- Co-Curricular Subcommittee Chair
  - Provide leadership and direction to Co-Curricular Subcommittee members
  - Advise and consult with deans, and directors to develop and implement comprehensive approaches to assess student learning outcomes co-curricular learning environments.
  - Coordinates, schedules, and monitors progress of academic assessment initiatives and Co-Curricular Assessment Sub-committee meetings
  - Actively participate and contribute during Executive Assessment Committee meetings and Assessment Town Hall meetings.
  - Submit regular updates to the Executive Chair of the Assessment Committee
  - Prepare Co-Curricular Assessment Sub-Committee reports for annual reporting and work with the Executive Chair to prepare and submit the annual assessment report to the President
  - Works with Executive Chair of the Assessment Committee to coordinate new efforts to encourage co-curricular collaboration within and between departments on assessment related initiatives
  - Assist Executive Chair of the Assessment Committee with all activities pertaining to the administration of student satisfaction including preparation of departmental instruments, student surveys, as well as all communications regarding the data collection process, findings, and recommendations
  - Consults with and mentors Co-Curricular Assessment Liaisons to utilize assessment results to improve student learning and services in respective departments
  - Assists Executive Chair with managing College Assessment website, internal site, and other outlets used to document and publish institutional data
- Program Review Coordinator (release time included)
  - Acts as a clearinghouse for all program review related inquiries, databases, and templates
  - Maintains current knowledge of external developments in program review
  - Supervise collection and archival of program review data and processes for both internal and external use
  - Compiles and organizes final Program Review document for submission to the Illinois Community College Board
  - Attend regular Executive and General Body Assessment meetings
- Higher Learning Commission Liaison (HLC) (as needed)
  - Prepares responses for HLC-related reports
  - Communicates with HLC members/representatives

During Executive Committee meetings, a member shall be chosen from among attendees to document proceedings using an agreed upon system.

All Executive members are responsible for:

- Providing direct support to subcommittee work
- Representing the institution at Higher Learning Commission Conferences and additional meetings/workshops

## **B. Voting Members**

Only appointed members of the Executive Assessment Committee having voting rights. This includes The Chair, Co-Chair, Academic Subcommittee Chair, Co-Curricular Subcommittee Chair, Program Review Coordinator, and HLC Liaison. Voting members, if unable to attend a meeting when voting occurs, may vote via email or phone. In the event of a tie vote, the Vice-President of Academic and Student Affairs will break the tie.

## **C. RESIGNATION AND REPLACEMENT**

If an appointed Executive member resigns or needs replacement, the replacement will be based on recommendation from Executive Committee and final approval made by the Vice-President's Office.

## **II. MEETINGS**

### Assessment Town Hall Meetings (campus-wide meetings)

Assessment Town hall (ATH) meetings serve as opportunities for disseminating assessment-related information to various campus constituents. It is a forum to discuss campus assessment initiatives, provide and receive feedback on various projects, and share assessment-related ideas. ATH will occur at least twice per semester. ATH meetings will generally occur 2:00PM-3:30PM on the fourth Tuesday of the month. Exact dates will be determined by the Executive Committee.

## **III. SUBCOMMITTEES**

The Executive Assessment Committee may wish to establish subcommittees or workgroups to address specific tasks associated with the College's assessment process. Subcommittees may be created by the Executive Committee. The role of subcommittees will vary depending on the issues at hand. These subcommittees may be permanent or ad hoc.

Current Subcommittees and their meeting schedule:

Co-Curricular Sub-Committee

The Co-Curricular Sub-Committee is organized by the Chair of the Co-Curricular Sub-Committee. Meetings occur weekly or as needed. The purpose of the meeting is to provide members with an opportunity to plan and discuss updates concerning co-curricular assessment efforts. The sub-committee meetings may also serve as an opportunity to invite co-curricular departments/representative to training and provide other committee updates. Co-Curricular Assessment Liaisons are required to attend these meetings and can use this time to provide updates and share ideas regarding their progress and work with various co-curricular departments.

1. Continuous planning
2. Report-outs and updates

### Academic Sub-Committee

The Academic Sub-Committee is organized by the Chair of the Academic Sub-Committee. Meetings occur weekly or as needed. The purpose of this meeting is to provide members with an opportunity to plan and discuss updates concerning academic assessment efforts. The sub-committee meetings may also serve as an opportunity to invite faculty to training and other committee updates. Faculty Learning Discipline Liaisons are required to attend these meetings and can use this time to provide updates and share ideas regarding their progress and work with various academic departments.

1. Continuous planning
2. Report-outs and updates

### **IV. AMENDMENTS**

Proposed amendments to the by-laws may be put forth by any Executive Assessment Committee member. A majority vote is needed to pass an amendment.