

KENNEDY-KING COLLEGE ASSESSMENT COMMITTEE

By-Laws

Approved September 10, 2015

SECTION I – SCOPE OF RESPONSIBILITY

I. PURPOSE

Student learning is at the heart of Kennedy-King College mission. An effective process of assessing student learning will help improve teaching and learning and demonstrate to internal and external constituents the effectiveness of current learning methods. The Kennedy-King College Assessment Committee will work 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 in mind, Kennedy-King College Executive Assessment Committee is charged with accomplishing several goals:

- Update the colleges assessment goals for assessing student learning outcomes
- Consult with department/program Chairs and individual faculty members to develop and improve learning goals and assessment plans at the course, department/program, and institutional level
- Help prepare reports for the Higher Learning Commission related to past visiting team recommendations
- Educate the college community about the assessment process
- 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, Faculty Council, etc – on assessment related initiatives, reviews, or projects
3. Coordinate assessment related activities throughout the campus
4. Organize workshops and professional development opportunities to assist faculty in developing and executing assessment plans
5. Align assessment activities, methods, and instruments with the learning outcomes expected by the faculty

SECTION II – ORGANIZATION

I. STRUCTURE

A. MEMBERSHIP

Assessment is part of the student/learning process, and as such, it should be a faculty driven process. The College firmly believes that faculty should assume the leadership role 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 Co-Chair of the Committee.

The General Body Assessment Committee shall be comprised of full and part time faculty from a cross-section of disciplines from the divisions of the General Education curriculum. Members from other departments, such as Adult Education, Student Services, and Continuing Education are welcomed to participate. Typically, two members from each area will constitute the General Body Committee. The two members are determined by either department chair or program director or department Dean if an area does not have a Chair or Director.

At least one representative from each department is required to General Body meetings regularly. They include:

- Chair and/or his/her designee
- Dean or designee from the Office of Instruction
- Representative from Faculty Council
- Institutional Researcher
- All Executive Body Members
- Representative from College2Career Programs

The Executive Committee Chair and Co-Chair shall be appointed by President of the Institution. They in turn, will identify the remaining members of the Executive Committee with the final approval from the President. The Executive Assessment Committee shall be made up of four officers: The Chair, the Co-Chair, a Secretary/Recorder, and Higher Learning Commission (HLC) Liaison.

The Executive-Body members include, along with their duties:

- Chair (6 hours of release time)
 - 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
 - Draft an assessment report each year
 - Represents institution at district-wide meetings
 - Oversee the development, distribution, and implementation of the Assessment calendar working with the Dean of Instruction and the Vice-President of Academic Affairs
 - Coordinate the processes involved in acting on assessment data
 - Coordinate and maintain line of communication between the Assessment Committee and internal KKC constituents
- Co-Chair (3 hours of release time)
 - Creates, with the assistance of the Chair, meeting agendas
 - Assist 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 Assessment related initiatives
- Secretary/Recorder
 - Responsible for maintaining detailed minutes of the Committee proceedings and disseminating to Assessment Committee members*
 - Keeps accurate attendance records
 - Upkeep of Assessment webpage
- Higher Learning Commission Liaison (HLC)
 - Prepares responses for HLC-related reports
 - Communicates with HLC members/representatives

*In the absence of a Secretary, a Committee member shall be chosen from among attendees to document proceedings

All Executive members are responsible for:

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

B. RESIGNATION AND REPLACEMENT

If an Executive Member Chair or Co-Chair resigns or needs replacement, the replacement will be drawn from the General Body membership pool.

II. MEETINGS

General Body meetings will occur the second and fourth Thursdays of every month from 2:00-3:30 p.m. The Executive Body will meet **at least** one additional time per month. Date will be determined by Executive Body members.

III. SUBCOMMITTEES

The executive assessment Committee may wish to establish subcommittees or workgroups to address specific tasks associated with the College's assessment program. Subcommittees may be created by the Executive Committee. The role of subcommittees will vary depending on the issues at hand. The Subcommittee members will be drawn from the General Body Assessment Committee members.

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.