

Harry S Truman Assessment Committee Charge

Harry S Truman College Mission

"Our Mission dedicates us to deliver high-quality, innovative, affordable and accessible educational opportunities and services that prepare students for a rapidly changing and diverse global economy."

Assessment Committee Charge and By-Laws

Assessment Committee Charge

The Assessment Committee at Truman College is an interdisciplinary group composed of faculty and staff. This committee is dedicated to ensuring that assessment at Truman College is a comprehensive, faculty-driven process focused on improving student learning. To do this, the committee coordinates and supports the collection, review, analysis, and dissemination of data using equitable, ongoing, and iterative processes to ensure the highest standard of learning for all students.

Assessment Committee Outcomes

1. Review, edit and update (as needed) all Assessment Committee (AC) documents including but not limited to the Committee Charge, By-Laws, Calendar, and General Education SLOs.
2. Coordinate and support the assessment of student learning throughout the college.
3. Research, develop, and recommend appropriate tools for conducting assessment.
4. Analyze assessment data.
5. Communicate and disseminate assessment information to the Truman Community.
6. Compose an annual Assessment Report documenting all assessment activities.

Committee Membership

Voting Members

1. At least one full-time faculty member from each department appointed by the respective Department Chair
2. Vice-chair, Secretary/Archivist, Co-Curricular Liaison, Transitional Chair, and Data Analyst have voting rights and may serve as department representatives. The Committee Chair only votes in the case of a tie (per Robert's rules of Order).

Non- Voting Members

1. All full and part-time faculty members are invited to attend the General Committee Meeting.
2. Ex-Officio Members

Executive Committee

The executive committee is comprised of the Chair, the Vice-chair, the Secretary/Archivist, the Co-Curricular Liaison, the Transitional Chair, the Data Analyst, Vice-President (ex-officio)

Roles and Responsibilities

Chair – 6 hours reassigned time

Duties:

- Faculty representative of Assessment for Truman
- With the Executive Committee, guides overall assessment work and sets meeting agendas
- Chairs all assessment meetings using Robert's Rules of Order
- Prepares and conducts professional development at Faculty Development Week (FDW) in both fall and spring semesters
- Oversees the development, distribution, and implementation of the Assessment Calendar
- Supports initiatives with Chair of General Education, Chair of Unit/Department Assessment, Secretary & Archivist, Data Analyst and Co-Curricular Liaison
- Meets regularly with Truman Administration to report and advise on assessment-related issues
- Advocates for and manages assessment resources
- Represents and reports on Assessment Committee initiatives at Chairs' meeting, Faculty Council, and District Assessment Team.

Deliverables:

- Write and submit the annual Assessment Report in cooperation with the Executive Committee,
- Formally submits annual assessment report to Vice President and College President
- Provides regular, ongoing communications to the Truman community about assessment activities, findings, and recommendations (district assessment meetings, all-faculty meetings, chairs meetings, faculty council meetings)
- Prepares committee positions (reassigned time/stipends)
- Prepares for and presents at FDW

Vice- Chair – 3 hours reassigned time

Duties:

- Attends all regular General Committee, Executive Committee and Department/Unit Subcommittee meetings
- Guides and supports departmental/unit assessment activities in conjunction with the department representatives
- Assumes the role of Chair in the Chair's absence
- Supports assessment efforts throughout the college
- Prepares and conducts professional development for FDW in both fall and spring semesters

Deliverables:

- Contributes to the writing of annual assessment report
- Collects and compiles department/unit assessment reports from the departmental representatives
- Prepares for and presents at FDW

Secretary/Archivist - 3 hours reassigned time or stipend

Duties:

- Sends out agendas prior to committee meetings
- Keeps meeting minutes
- Edits approved changes to past meeting minutes
- Updates public-facing assessment website
- Updates internal assessment SharePoint site
- Organizes and improves archive of assessment files
- Works with Institutional Research and Data Analyst to archive assessment-related files, reports, data from across the college for easy access, and future reference

Deliverables:

- Maintains meeting agendas and minutes
- Maintains up-to-date public-facing website
- Participates in FDW
- Expands/further organizes internal archive of Assessment files at Truman

Chair of General Education – 3 hours reassigned time or stipend

Duties:

- Responsible for planning and execution of the assigned outcome study in the General Education assessment cycle
- Supports the Chair in disseminating the general education assessment report(s)
- Meets with Truman Administration to recommend evidence-based changes based on assessment data for assigned study

- Selection process: voted by committee according to the cycle of Gen Ed study

Deliverables:

- Researches, coordinates, and implements the next General Education outcome study in collaboration with the assessment committee and support of the executive assessment committee
- Provides regular updates to Assessment Committee related to ongoing/planned yearlong GenEd study
- Coordinates writing of GenEd Assessment report(s) of the academic year
- With Chair, provides regular communication to the Truman community, especially pertaining to General Education yearlong study
- Participates in FDW
- Acts as project manager for optimally 1 year (2 semesters of work)

Research Analyst – 3 hours reassigned time or stipend

Duties:

- Attend regular Assessment General Committee, Executive Committee, and GenEd subcommittee meetings
- Provide regular updates to the Vice Chair and to their department
- Design, in consultation with department faculty, a working plan for assessment
- Consult with and provide mentorship to faculty to use assessment results to improve student learning
- Work in conjunction with Institutional Research as needed.

Deliverables:

- Analyzes all assessment data.
- Ensures the AC's data is stored securely.
- Ensure the AC's data is analyzed ethically.
- Advises the AC in the research, design, and creation of assessment tools
- Assists with data collection strategies for various AC activities.
- Performing data cleansing by detecting, correcting, or removing inaccurate data entries.
- Investigates anomalies and ensures appropriate methods of answering to those.
- Applying a range of appropriate statistical analyses and providing the AC with reports summarizing relevant findings.

Department/Unit-Level Assessment Liaisons

Duties

- Serve as a voting member of the Truman College Assessment Committee as the department/unit-level representative

- Read all assessment – related documents (i.e., the Handbook, the Charge and By-Laws)
- Attend all assessment committee meetings
- Organize and coordinate assessment Activities within the department/unit
- Provide updates to the Committee about Departmental/Unit-Level Assessment Activities, as requested. Provide updates to the Departments about college-wide assessment activities.
- Read and respond to assessment – related emails and messages within 24-48 hours (about 2 days)
- Participate in FDW. Adjunct faculty will receive additional compensation for participation and attendance at any assessment related FDW sessions that fall outside of the paid "all faculty" day.

Deliverables

- Prepare a semester summary on departmental/unit-level assessment activities to be included in closing the loop communications (i.e., 4-Phase Study, the Assessment Newsletter)
- Write a report on departmental/unit-level assessment activities to be included in the Assessment committee Year-End Report.

Transitional Chair Position (as needed) 3 hours temporary reassigned time for incoming Assessment Chair during the outgoing Chair's final semester

Duties:

- Shared responsibilities between incoming and outgoing Assessment Chairs to facilitate a smooth transition between faculty leaders over the course of one semester

Deliverables:

- Share co-chair duties in final semester for shadowing and training
- Begins planning for next academic year's Assessment Calendar
- Participates in FDW
- Co-authors annual assessment report

Co-Curricular Liaison – Reassigned time as needed

Duties:

- Attends monthly General committee meetings, and Executive Committee meetings
- Coordinates and supports co-curricular assessment activities
- Supports the design of co-curricular assessments in conjunction with appropriate stakeholders

Deliverables:

- Writes up co-curricular assessment activities for inclusion in annual report
- Participates in FDW
- Reports on co-curricular assessment activities at monthly General Committee meetings

Election of Officers to the Executive Committee

- Officers (Chair, Vice-Chair, Secretary, Data Analyst) are nominated during the April General Assessment Meeting and are elected during the May General Assessment Meeting.
- Officers are elected by a simple majority of the Assessment Committee membership.
- Officers are elected to serve for two consecutive years.
- Officers may choose to run again at the end of their term.
- If an officer resigns, or for whatever reason cannot complete term, the Truman Assessment Committee can hold an election at the next scheduled meeting and serve the remainder of the vacated officer's term.

Relationship to the Academic Departments

1. Provide assistance, in terms of assessment, to a department or to an individual faculty member upon request
2. Review Departmental Assessment Plans for the purpose of providing suggestions
3. Collect and provide feedback on Annual Departmental Assessment Progress Reports submitted by Department Chairs
4. Assessment Reports will be submitted formally to the Department Chairs

Relationship to the Vice-President (or designees)

Make recommendations to the Vice-President for modification in current assessment process, procedures, and policies

1. Make recommendations to the Vice-President for integrating assessment and academic program review into the planning and budgeting calendar at the institutional level
2. Based on the assessment data, make recommendations to the Vice-President regarding the improvement of student learning through pedagogy, curriculum, and instructional resources