Assessment Committee Bylaws [Revised and approved by the Assessment Committee on March 20, 2019]

I. Purpose
To ensure that the University fully develops and implements an ongoing, systematic program for the assessment of student learning outcomes which includes but is not limited to setting educational and student development goals; gathering and interpreting information and evidence to demonstrate whether students are reaching such goals; and using the results for improvement of student learning.

II. Objectives, Responsibilities, and Powers
A. To advise the University Senate and Provost/ Vice President for Academic Affairs on assessment matters;
B. To work with the University Senate to establish Institutional Outcomes and the appropriate assessment thereof;
B.C. To facilitate assessment programs on an institutional, school, and program level;
D. To coordinate assessment efforts with other standing committees of the University Senate (General Education, UPBC, Student Life, etc.)
D. To recommend policy which will ensure compliance with state, regional, and federal assessment mandates or requirements;
E. To promote and maintain records of current assessment activities at the University, in an accessible electronic format;
F. To disseminate assessment information; promote the ongoing assessment of Student Learning Outcomes;
G. To monitor the Institutional Assessment Plan; coordinate assessment events for sharing of assessment strategies and results;
H. To foster principles of good practice for assessing student learning throughout the University community; recommend policy to the Senate which will ensure compliance with state, regional, and federal assessment mandates or requirements.

III. Membership (all voting) (13)
Member
1. Provost/VP for Academic Affairs, or designee (1) Appointed/Elected
2. Academic Dean, or designee (1) Appointed
3. Dean of VP for Student Affairs, or designee (1) Appointed
4. University-wide Assessment Coordinator or Director of Institutional Research & Assessment (1) Ex-Officio
5. Representative of General Education faculty Committee (1) Appointed by MSASA&S Dean for 2-year term
6. Four (4) teaching faculty (one from each school) and one (1) librarian/co-counselor/coach elected by teaching faculty, overlapping for 2-year terms
7. Administrative faculty (1) Appointed for 2-year term
Ⅳ. Conduct of Business

A. The first meeting of each academic year shall be convened by the chairperson in the chair’s absence the President of the University Senate will designate a Committee member to convene the committee.

B. A quorum will consist of no less than one-half (1/2) of the voting members. Unfilled positions, if any, shall not be counted in determining quorum.

C. Regular meetings will be held once a month during the fall and spring semesters. Such meetings will be held at 1:30 on the same day and campus as the Faculty Senate. As determined by the Chairperson, attendance and voting may be electronic.

D. Special meetings may be called by the Chairperson.

E. The call to meetings, accompanied by the agenda, shall be published not less than three days prior to each meeting.

F. Decisions of the Committee shall be made by majority vote of the members present.

G. Meetings shall be conducted in accordance with Roberts Rules of Order, Revised.

Ⅴ. Officers

A. The Chairperson shall be elected by the committee members at the last meeting of the academic year.
   i. Candidates for chair should come from the five (5) teaching faculty elected to the committee.
   ii. The Chair will receive 3 credits of reassigned time per semester.

B. The position of Secretary shall be filled by each member, excluding the Chairperson, on an alphabetical rotating basis, unless otherwise agreed to by the committee.

C. The Assessment Archivist shall be filled by the Director of Institutional Research, who will be responsible for maintaining a digital archive of all university assessment plans and reports.