

Policy: 04-15-00

Assessment Coordinating Committee

OFFICE OF RECORD: Provost / Vice President for Academic Affairs
ISSUED BY: Provost / Vice President for Academic Affairs
APPROVED BY: President's Cabinet
EFFECTIVE DATE: 08/23/16
LAST REVISION: 08/15/16

Policy

The Assessment Coordinating Committee (ACC) fulfills an advisory, monitoring, coordinating and regulatory role at Dakota State University in assessment matters and advises the Provost/Vice President for Academic Affairs (VPAA) on the implementation of the DSU Academic Assessment Plan. The Committee's responsibilities include:

1. Collaborate with the Office of Institutional Effectiveness and Assessment and the Colleges to coordinate the annual academic assessment activities.
2. Develop the assessment plans for the system-wide general education curriculum
3. Review annually the general education assessment plan:
 - a. Review the results of the previous year's academic assessment activities relative to the general assessment goals, outcomes and criteria during the next academic year. As appropriate, the Committee will consider recommendations and comments from outside accrediting agencies. The Committee will provide a summary report to the general faculty and the Provost/Vice President for Academic Affairs. This report will highlight areas of specific strengths and concerns and will include a request for recommendations or comment.
4. Receive summary reports from the Colleges regarding Major Field Assessment activities to ensure that plans are being implemented and assessment data and results are being evaluated and acted upon by the Colleges. Review major-field assessment plans as needed.
5. Evaluate annually the policies governing the assessment processes.
6. Prepare the institutional academic assessment documents.

Membership

The Assessment Coordinating Committee will consist of:

1. One faculty representative from each of the colleges and one representative from the library. Appointments are to be confirmed before the first meeting of the fall semester and are for three-year overlapping terms.

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2. The dean of each college, or an appointee selected by the dean, to serve a one-year term.
3. Student Senate may nominate a non-voting student member, to be confirmed by the Provost/VPAA for a one-year term.
4. The Office of Graduate Studies and Research, and Extended Programs may, at their discretion, nominate one non-voting member for a one-year term.
5. Director of Institutional Effectiveness and Assessment in a non-voting, *ex officio* capacity.
6. The committee chair will be selected by the Provost/Vice President for Academic Affairs from among the existing faculty members of the committee for a term agreeable to both. The committee chair shall serve in an advisory capacity for one year beyond his/her term.

Adhoc Project Teams

Project teams will be formed to work on specific assessment projects on an annual basis. Other faculty, staff or administrators may be added to the project teams as needed.