

# **Assessment of Student Learning Committee Operational Procedures**

**Purpose:** The Assessment of Student Learning Committee will design, implement, monitor, and evaluate a process for assessing student academic achievement at Pueblo Community College. The process will include all campuses and instructional divisions and part-time as well as full time faculty.

## **Membership Composition:**

1. Three members per division, including one Assessment Lead Faculty from each academic division.
2. One member from each Branch Campus (Fremont, SCCC-East, and SCCC-West), as available.
3. ASL Coordinator will serve as data steward.
4. Past Chairperson will serve as an ex-officio member for one year.
5. Academic Deans may attend as administrative liaisons.
6. Recorder will be an Administrative Assistant assigned to the committee.

## **Qualifications and Duties of Membership**

1. Voting members must be faculty who hold at least a .5 faculty contract at PCC.
2. Chairperson shall vote only in case of a tie.
3. Chairperson will create an agenda and arrange meetings with the Assessment Faculty Leads on a monthly basis, or as needed.
4. Chairperson will create an agenda and arrange meetings with the full Assessment of Student Learning Committee each month.
5. ASL Coordinator and/or Chairperson will report overall status of Assessment of Student Learning for the college to Faculty Council, All Faculty, HiPAC, Cabinet, Branch Campus staff, or other college groups, as requested.
6. Serves on established sub-committees.
7. Recorder will coordinate committee communications. Schedule meeting rooms, arrange poly-com if needed, record minutes, and perform other duties as assigned. The Recorder does not vote.

## **Selection and Term of Membership:**

1. ASL Coordinator will serve as a permanent committee member.
2. ASL Coordinator may serve as ASL Chairperson.
3. Each division will elect or appoint representatives by the end of spring semester for the ensuing academic year.
4. Each branch campus may elect or appoint a representative by the end of spring semester for the ensuing academic year.
5. The Chairperson will be nominated by the committee at the last meeting of the academic year and ratified for a one-year term by a majority vote of All Faculty at the last meeting of the spring semester.
6. Members will serve for two years, and terms will be staggered within divisions to maintain continuity from year to year.

**Attendance:**

1. The Chairperson, Faculty Leads, committee members, and Recorder are required to attend all meetings of the committee. Branch campus members may attend meetings via polycom when unable to attend in person.
2. Attends sub-committee meeting times as needed.
3. The respective division or branch campus will elect or appoint a new member to complete any vacant term.

**Quorum:**

1. A quorum will consist of a simple majority of voting members.
2. At least one representative from each division must be present.

**Meetings:**

1. Regular meeting time is the third Tuesday of the month at 3:30 p.m. during the academic year.
2. The full committee will meet monthly.
3. Leads will meet with divisional committee members or with the Chairperson during this time as needed.
4. Chairperson may call special meetings, as needed.
5. Assessment Lead Faculty may call meetings of their respective divisional representatives, as needed.

**Scope of Assessment Faculty Lead and Committee Responsibilities:**

1. Provide support to department/divisions in developing and conducting their own assessment program.
2. Ensure that the assessment procedures adopted by the faculty are valid and meet the needs of the institution.
3. Develop and distribute assessment planning and reporting forms and timelines; monitor institutional progress in fulfilling the guideline.
4. Report the status of assessment of student learning to internal and external constituencies.
5. Conduct an on-going review and evaluation of assessment of student learning across all campuses; collaborate with the Office of Institutional Research to ensure best practices.
6. Recommend improvements to the assessment of student learning processes and the resources needed to make those improvements.

**ASL Coordinator Responsibilities:**

1. Conduct research to establish and maintain up-to-date best practices in assessment of student learning.
2. Serve as liaison for assessment processes and issues among academic divisions. Provide and/or arrange assessment training as needed.
3. Evaluate the results of the assessment process for departments, divisions, and administration, as requested.
4. Establish on-going institution-wide assessment procedures at all levels.

5. Collaborate with chairperson to organize and post assessment plans and results annually. Compile and write the annual Assessment of Student Learning Report.
6. Provide updates and information for the PCC Web Page.
7. Lead the assessment management software platform, eLumen and serves as its Data Steward.
8. Remains up-to-date with accreditation requirements and assist in Accountability Progress Reports.
9. Develops and distributes monthly Assessment of Student Learning Newsletter to all faculty.

**Chairperson Responsibilities:**

1. Establish and manage agendas for meetings with full committee and with Assessment Faculty Leads.
2. Coordinate with Recorder to schedule room for meetings and send out committee communications such as agendas, minutes, and assessment business. Assist recorder with polycom or web-ex connections, as needed.
3. Preside over full committee meetings.
4. Periodically report the results of the assessment process for departments, divisions, and administration, as requested.
5. Oversee on-going institution-wide assessment procedures at all levels.
6. Oversee the creation and on-going progress and processes of assessment sub-committees.
7. Collaborate with ASL Coordinator to organize and post assessment plans and results annually. Compile and write the annual Assessment of Student Learning Report.
8. Assist ASL Coordinator with Accountability Progress Reports for accreditation.
9. Collaborates with and supports ASL Coordinator in the distribution of Assessment of Student Learning Newsletter.
10. Collaborate with Assessment Leads, the CAO, and ASL Coordinator to conduct the essential business of the committee including the planning and coordinating of professional development.
11. Recommend resources needed for the coming year to maintain or improve college-wide assessment of student learning.