Norco Assessment Committee
Minutes for October 14th, 2020
9:00am – 10:30am
Zoom

Meeting Participants

Committee Members Present
Mckenna Ashcraft (student rep.), Greg Aycock (co-chair), Courtney Buchanan, Alexis Gray, Ashlee Johnson (co-chair), Stephany Kyriakos, Bibiana Lopez, Jethro Midgett, David Schlanger, Tim Wallstrom, and Caitlin Welch.

Committee Members Not Present
Tami Comstock, Samuel Lee and Jose Sentmanat.

Guests
Laura Adams

Recorder
Charise Allingham

1. Call to Order
- 9:01am

2. Action Items

2.1 Approval of Agenda
- MSC (Alexis Gray/ Jethro Midget)

2.1 Conclusion
- Approved, 0 Abstentions

2.1 Corrections	2.1 Task of	2.1 Due by
None	None	None

2.2 Approval of 9-9-2020 Minutes
- MSC (Stephany Kyriakos/Alexis Gray)

2.2 Conclusion
- Approved, 1 Abstention

2.2 Corrections	2.2 Task of	2.2 Due by
None	None	None

2.3 SPGM Alignment

- MSC (Jethro Midgett, Courtney Buchanan)

Looked at the Chapter 5 table with alignment to the Educational Master Plan (EMP) Goals. Where can the committee report out and lead implementation?

- Request to approve aligning the committee to Goal 8 .1- Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.
  - o Continuous improvement and assessment should go hand in hand- we should be using assessment to make data driven decisions.
- The far right column on the table shared with the committee, is for the committee's reference only, to identify which EMP goals we will be involved with but not lead implementation.

2.3 Conclusion

- Approved

2.3 Follow-up Items	2.3 Task of	2.3 Due by
Report out alignment to Dr. Fleming	Greg	By next meeting
Report our alignment to Academic Senate	Ashlee	By next meeting

3. Discussion Item

3.1 Assessment Committee Charter Draft

All the committees have been asked to develop a committee Charter. Charters will possibly be something that all committees will be doing each year.

- The co-chairs have started a draft that is for discussion and open to change. It is easier to critique something that exists than to start from scratch.
  - o We will create a SharePoint link to the document for comments. The committee is asked to look over the charter in detail in leu of the November meeting and send any comments to Charise or make comments directly in the SharePoint link.
  - o What is a Charter? This is a document that structures the process and planned outcomes for the committee usually for one year.
- Purpose: Statement of responsibility and direction of the committee.
  - o Proposed new purpose statement: The Norco College Assessment Committee is a standing committee of the Academic Senate. The purpose of the Assessment Committee is to support and encourage assessment of student learning in all instructional programs, and student and learning support services. Assessment is defined as the process by which data are used to ensure students are learning the outcomes set by the institution, and the use of those data for the purpose of improving student learning, faculty pedagogy, and student and learning support services. When necessary, the Assessment Committee will make

recommendations to the Academic Senate to facilitate improvements in the assessment process and in student learning overall.

- o We are going to expand our scope to support more areas of the college.
- o When we say expand, what do we mean? We are suggesting expanding beyond an Instructional focus of the committee. We would like to include Student Services and the Learning Resource Center.
    - Suggestion to expand to other areas including Guidance, Workforce Development, the Apprentice program and possibly any other programs that have direct contact with outside employers.
        - Ensuring learning is not just about the educational academic component. Ultimately we are looking into supporting out students in obtaining gainful employment and becoming members of society. By incorporating programs with direct contact to outside employers we can assess and adjust our curriculum academically based on the needs of the employers outside our organization with the intention of making our students more competitive.
        - Suggestion that the process to adjust curriculum is so lengthy that by the time the updates are made the job market has changed.
            - o Inevitable that things are going to adjust with the slow pace of curriculum but if we don't adjust at all we will be multiple steps behind.
            - o Suggestion that Guidance and Workforce can help fill the soft skills gap that employers are looking for.
        - Employment and transfer (the goals of the students) are addressed below in Scope and Deliverables.
- o Charge: Where we align to the EMP Goals.
    - Identified that we align with Goal 8.1.
    - We need to be the supporters and advocates to assure that learning is happening in Guided Pathways. We are going to need to be ensuring that learning is continuing by assessing.
    - Committee likes how our Charge aligns with the Guided Pathways framework especially the focus on data.
- Scope and Deliverables: Requirements of the work of the committee including the outcomes and deliverables.
    - o Discussion on the deliverables for the 2020-21 year. Identified deliverables include:
        - Create committee charter and submit to Academic Senate for approval.
        - Provide support and input on data to be integrated into new Program Review platform
        - Develop framework for integrating SLO assessment in Canvas.

- - Map SLOs to PLOs/GELOs in Nuventive.
    - We are specific and strategic in our deliverables, example with getting SLOs into Canvas. We are not promising to have all SLOS into Canvas, but we are working on creating the framework to get this done.
      - If we can map SLOs to PLOs to GELOs, this will be helpful in program assessment and possibly for Program Review. If this is done and we can pull reports and then summarize and reflect on the benchmark attainment.
        - Faculty that went to last year's workshops and used this process found that it is easy and useful, took about an hour to assess and reflect on a disciplines program.
- Membership: Identified representatives from departments.
  - Draft structure for ideal membership.
    - Should we use department or schools for representation?
      - Suggestion to use schools, especially to obtain representation for CTE.
      - Addition of a Learning Resource Center (LRC) representative and Institutional Effectiveness (IE) representatives. These two non-voting members will most likely be classified staff.
        - IE representative (Caitlin) has been very useful and helpful to the committee.
- Meeting Time and Pattern: We used our already set meeting schedule.
- Role of the Chair and Members: Stated what we are already doing and responsible for as members and co-chairs.
- Meeting Procedures and Expectations: Participatory governance best practices.
  - We can look at coming to consensus or voting or both.
  - We will be looking at what is best for the college, most of the expectations are things the committee is already doing and already familiar with.
- The current roster of the charter still needs to be filled in on the draft.
- We will need to submit our Charter by the end of the year.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
Committee is asked to read through the Charter in leu of the November meeting. Please offer comments and suggestions and add to SharePoint document or send to Charise.	Committee members	December meeting
Add Charter document to SharePoint and give committee access.	Charsie	By the end of today

3.2   Program Review Data

- Request feedback on the Program Review data, assessment committee is looked at as data advisers. We are looking at the data that can be helpful for faculty when doing their program review.
  - Look at the currently [available Program Review data on the Institutional Research webpage.](#)
    - Efficiency is not seen as meaningful. Faculty has very little control over efficiency, why are we asking faculty to comment on this. Suggestion to take efficiency out.
    - Efficiency can provide information about how program needs change, possibly to leading to a request of a need for more faculty. Suggestion to have Chairs looking at efficiency and not all faculty.
      - Suggestion to look at other data metrics that can support change in programs for example- number of part-time and full-time faculty compared to FTES.
        - Enrollment Management Dashboard (EMD)would be a better resource for faculty to look at for Program Review. EMD is not available to all currently.
  - Suggestion to look at data that aligns with Guided Pathways for Program Review.
    - What data metrics would you like to see to help you plan and support resource requests?
    - Suggestion to attend Data Magic Workshop- [Cal-PASS- Plus Guided Pathways Dashboards](#) on October 21st at 10am. Email Research@norcoollege.edu to register.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Think about what data would be helpful for faculty to look at and use for Program Review. Bring suggestions to next committee meeting.	Committee	December 9th

4. Information Items

4.1   AOE Discussion Workshops via Zoom (12:50-1:50 pm)

- Social & Behavioral Studies: Thursday, October 29, 2020
- Communications, Media & Languages: Thursday, November 5, 2020

4.1 Follow-up Items	4.1 Task of	4.1 Due by
Come to AOE discussions if available	Committee	Discussion date

5. Good of the Order

6. Future Agenda Topics

- Request to view and discuss the video Alexis made showing how to add your SLOs to Canvas.

7. Adjournment

- 10:32 am

Next Meeting

December 9, 2020 via Zoom

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation (primary)	Supporting Areas (secondary) Only informational
Goal 1	**(Access) Expand college access by increasing both headcount and FTES.**				
	Obj 1.1 (KPI 1)	Go from 7,366 to 8,759 total FTES	Academic Council	APC, SSC and Enrollment Management Workgroup	
	Obj 1.2 (KPI 2)	Go from 14,624 headcount to 16,581 total headcount	Student Support Council	APC, SSC, Enrollment Management Workgroup	
	Obj 1.3	Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.)	Student Support Council	Individual employees with functional oversight	
	Obj 1.4 (KPI 3)	Increase capture rates from feeder high schools by 4% annually.	Student Support Council	Student Services operational group	
Goal 2	**(Success) Implement Guided Pathways framework.**				
	Obj 2.1 (KPI 4)	Increase number of degrees completed by 15% annually	Academic Council	Deans of Instruction, Guided Pathways Workgroup	
	Obj 2.2 (KPI 5)	Increase number of certificates completely by 15% annually	Academic Council	Deans of Instruction, Guided Pathways Workgroup	
	Obj 2.3	Decrease AA degree unit accumulation from 88 to 74 total units on average	Academic Council	Academic Planning Council (Department Leadership)	
	Obj 2.4 (KPI 6)	Increase number of transfers 15% annually	Student Support Council	Transfer Center	
	Obj 2.5 (KPI 7)	Increase the number of first-time, full-time enrolled students from 508 to 900	Student Support Council	Engagement Centers, Promise Workgroup	
	Obj 2.6	Increase percent of students who receive financial aid from 73% to 81%	Student Support Council	Financial Aid Office	
	Obj 2.7	Increase number of students who complete transfer level math and English by 20% per year	Academic Council	AB 705 Workgroup	
Goal 3	**(Equity) Close all student equity gaps.**				
	Obj. 3.1 (KPI 8)	Reduce the equity gap for African American students by 40%.	Student Support Council	Dean of Student Equity, Teaching & Learning Committee, PACES grant director	

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation (primary)	Supporting Areas (secondary) Only informational
	Obj. 3.2 (KPI 9)	Reduce the equity gap for Latinx students by 40%.	Student Support Council	Dean of Student Equity, Teaching & Learning Committee, PACES grant director	
	Obj. 3.3 (KPI 10)	Reduce the equity gap for Men of Color by 40%.	Student Support Council	Dean of Student Equity, Teaching & Learning Committee, PACES grant director	
	Obj. 3.4 (KPI 11)	Reduce the equity gap for LGBTQ+ students by 40%.	Student Support Council	Dean of Student Equity, Teaching & Learning Committee, LGBTQ+ Advocates Committee	
	Obj. 3.5 (KPI 12)	Reduce the equity gap for Foster Youth students by 40%.	Student Support Council	Dean of Special Funded Programs, Teaching & Learning Committee	
Goal 4	*(Professional Development) Implement Professional Development around Guided Path- ways and equity framework; foster a culture of ongoing improvement.*				
	Obj. 4.1	Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees)	Institutional Effectiveness & Governance Council	Dean of Student Equity, Guided Pathways Workgroup	
	Obj. 4.2	Increase percentage of employees who complete Racial Micro aggressions certificate from 1% to 60% (285 out of 472 employees)	Institutional Effectiveness & Governance Council	Dean of Student Equity	
	Obj. 4.3	Increase percentage of faculty who complete Teaching Men of Color in the Community College certificate from 3% to 40% (125 out of 315 faculty)	Academic Senate	Professional Development Committee, Dean of Student Equity	
Goal 5	*(Workforce and Economic Development) Reduce working poverty and the skills gap*				
	Obj. 5.1 (KPI 13)	Increase the median annual earnings of all students	Student Support Council	Career Center	
	Obj. 5.2 (KPI 14)	Increase percent of CTE students employed in their field of study by 3% annually	Student Support Council	Career Center, CTE Project Specialist	
	Obj. 5.3 (KPI 15)	Increase percent of all students who attain a livable wage by 5% annually	Student Support Council	Career Center	
	Obj. 5.4	Establish the Center for Workforce Innovation to create and expand apprenticeships & work-based learning opportunities	Institutional Effectiveness & Governance Council	Dean of Community Partnerships and Workforce Development	

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation (primary)	*Supporting Areas* (secondary) Only informational
Goal 6		*(Community Partnerships) Pursue, develop, & sustain collaborative partnerships*			
	Obj. 6.1	Establish and expand relationships with regional educational institutions	Academic Council	Dual Enrollment, AB 705 Workgroup, Guided Pathways Workgroup, DOIs	
	Obj. 6.2	Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations	Institutional Effectiveness & Governance Council	Dean of Community Partnerships and Workforce Development	
	Obj. 6.3	Expand partnerships with regional veterans' services and support organizations	Student Support Council	Veteran's Center	
	Obj. 6.4	Work toward reducing recidivism through incarcerated student education	Academic Council	Director of Prison Education & Prison Education Advisory	
	Obj. 6.5	Position the college's image and reputation as a leading academic institution in the region	Office of the President	President, Public Affairs Officer	
	Obj. 6.6	Develop regional outreach and recruitment systems	Student Support Council	Director of Dual Enrollment and College Transition, Dean of Community Partnerships and Workforce Development	
	Obj. 6.7	Help establish a distinct regional identity, organization, and communication amongst our local communities	Institutional Effectiveness & Governance Council	President, Dean of Community Partnerships and Workforce Development	
	Obj. 6.8	Stimulate regional arts development	Academic Council	School of Arts & Humanities	
Goal 7		*(Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.*			
	Obj. 7.1	Develop comprehensive breadth of academic programs	Academic Senate	APC, Program Development & Viability Senate Workgroup	Assessment Committee
	Obj. 7.2	Develop Career & Technical Education programs and industry credentials related to regional needs	Academic Senate	APC, CTE Advisory Groups, Program Development & Viability Senate Workgroup	Assessment Committee
	Obj. 7.3	Develop and implement plan for noncredit and noncredit- enhanced programming	Academic Senate	APC, Program Development & Viability Senate Workgroup	

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation (primary)	*Supporting Areas* (secondary) Only informational
	Obj. 7.4	Develop and implement plan for expanded athletics offerings	Student Support Council	Dean of Student Life, ANSC, KIN Department	
	Obj. 7.5	Add capacity to existing disciplines with a demonstrated need.	Academic Senate	Academic Planning Council (Department Leadership)	
	Obj. 7.6	Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom.	Student Support Council	Student Services Operational Groups	Assessment Committee
	Obj. 7.7	Build and support academic support services to improve student success	Academic Council	Academic Affairs Operational Groups	
Goal 8	*(Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.*				
	Obj. 8.1	Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.	Institutional Effectiveness & Governance Council	Institutional Effectiveness Office Assessment Committee	
	Obj. 8.2	Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.	Institutional Effectiveness & Governance Council	VP Strategic Development & Planning, ALO, Accreditation Faculty Lead, Program Review Committee	Assessment Committee
	Obj. 8.3	Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.	Academic Senate & College Council	Academic Senate Leadership, Executive Cabinet	
	Obj. 8.4	Develop, evaluate, and monitor our governance, decision- making, and resource allocation processes on the basis of the college mission and plans.	Academic Senate & Institutional Effectiveness & Governance Council	Program Review Committee, Executive Cabinet	Assessment Committee
	Obj. 8.5	Continue to monitor and adjust the college's organizational chart for effective implementation of the Educational Master Plan	Office of the President	President	
Goal 9	*(Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture*				

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation (primary)	*Supporting Areas* (secondary) Only informational
	Obj. 9.1	Plan and advocate for the funding augmentations needed to meet staff requirements to achieve the vision for a more comprehensive college.	Resources Council	VP, Business Services	
	Obj. 9.2	Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups including full-time faculty, part-time faculty, classified professionals, student workers, and managers.	Institutional Effectiveness & Governance Council	Diversity, Equity & Inclusion Committee, Office of the President, CSEA, CTA, MLA, The Faculty Unification and Networking Committee	
	Obj. 9.3	Develop culture that recognizes/thanks employees on regular basis and celebrates college's successes	Office of the President	Office of the President	
	Obj. 9.4	Develop strategy to maximize the number of classified, faculty and managers involved in college governance without compromising mission-critical work	Institutional Effectiveness & Governance Council	Executive Cabinet, CSEA, Academic Senate	
	Obj. 9.5	Develop strategy to maximize student-faculty time; Resist pulling faculty from students to do administrative work; Evaluate release time	Academic Senate & Academic Council	Academic Affairs Operational Group	
	Obj. 9.6	Develop strategy and work collaboratively with the district to increase the proportion of full-time faculty toward the 75/25 ratio.	Academic Senate	APC, VPAA, CTA	
Goal 10	*(Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts.*				
	Obj. 10.1	Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college	Resources Council	VP Business Services	
	Obj. 10.2	Develop and maintain Facilities Master Plan	Resources Council	Business Services Operational Group	
	Obj. 10.3	Build out funded projects (amphitheater, Center for Student Success room 217, etc.)	Resources Council	Business Services Operational Group	
	Obj. 10.4	Finish Veterans Resource Center Phase 1 by Spring 2021	Resources Council	Business Services Operational Group	

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation (primary)	Supporting Areas (secondary) Only informational
	Obj. 10.5	By Fall 2020, open Early Childhood Education Center	Resources Council	Business Services Operational Group	
	Obj. 10.6	Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability.	Resources Council	Business Services Operational Group	
	Obj. 10.7	Build 2nd access road	Resources Council	Office of the President	
	Obj. 10.8	Explore and pursue land acquisition adjacent to college property	Resources Council	Office of the President	
	Obj. 10.9	Develop and start implementing sustainable campus	Resources Council	Business Services Operational Group	
	Obj. 10.10	Design spaces that intentionally build community	Resources Council	Business Services Operational Group, Guided Pathways Workgroup	
	Obj. 10.11	Install immediate/temporary facilities to address current capacity needs by summer 2021.	Resources Council	Business Services Operational Group	
	Obj. 10.12	Enhance transportation infrastructure	Resources Council	Business Services Operational Group	
	Obj. 10.13	Develop and implement plans for off-campus facilities for instructional purposes	Institutional Effectiveness & Governance Council	VP Strategic Development and Planning	
Goal 11	*(Operations) Implement professional, intuitive, and technology-enhanced systems*				
	Obj. 11.1	Design intuitive and simple student onboarding system	Student Support Council	Guided Pathways Workgroup	
	Obj. 11.2	Implement intuitive and technology-enhanced CRM (e.g., Salesforce) systems for the entire student life cycle ("from recruitment to alumni")	Institutional Effectiveness & Governance Council	Guided Pathways Workgroup, ERP Implementation Workgroup	
Goal 12	*(Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals.*				
	Obj. 12.1	Plan and advocate for the general fund budget augmentations needed to meet operational demands to achieve the vision for a more comprehensive college.	Resources Council	NC Reps on DBAC, President	

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation (primary)	*Supporting Areas* (secondary) Only informational
	Obj. 12.2	Coordinate with RCCD to establish a BAM that allocates funding equitably	Resources Council	NC Reps on DBAC, VP Business Services	
	Obj. 12.3	Support General Obligation bond campaign and implementation	College Council	Office of the President	
	Obj. 12.4	Develop 30% of overall budget from non-general fund revenue sources	Resources Council	Dean of Grants Development and Administration	

Charter Template

To be posted on appropriate webpage once approved   <u>LINK TO SP NAC CHARTER TEMPLATE</u>

Norco Assessment Committee (NAC)
Charter

This Charter is established between the Assessment Committee and the (Overseeing Senate, Council, or Committee) to structure the process and planned outcomes for the (Group Name) during the (length of charter, in number of years) year period of the (year-year) academic/calendar year(s).

Purpose	[State the overall responsibility and context for the work of the proposed body. It is here that it should be made clear to what overseeing body the proposed body is making recommendations and from what body they are taking direction and/or by what body their work is being coordinated.] The Norco College Assessment Committee is a standing committee of the Academic Senate. The purpose of the Assessment Committee is to support and encourage assessment of student learning in all instructional programs, and student and learning support services. Assessment is defined as the process by which data are used to ensure students are learning the outcomes set by the institution, and the use of those data for the purpose of improving student learning, faculty pedagogy, and student and learning support services. When necessary, the Assessment Committee will make recommendations to the Academic Senate to facilitate improvements in the assessment process and in student learning overall.
Charge	[Identify and describe the primary work to be accomplished within the context of the overall goals of the college including specific EMP goal alignment. This sets boundaries for topics within their overall purview and/or delineates the boundaries of their work so that they are not duplicating the efforts or services being provided or performed effectively by other governance groups and/or other areas/offices/organizations/people within the college community.] The charge of the Assessment Committee is to facilitate assessment of student learning in instructional programs, and student and learning support services to support the assessment of Guided Pathways. The work of the Assessment Committee is aligned with EMP Goal 8.1 - Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.
Scope/Deliverables	[Specify the parameters and requirements within which the body will work as well as expected deliverables, products, or outcomes form the work.] The scope of work is to oversee student learning in instruction and student and learning support services so that all faculty will achieve their learning outcomes benchmarks and students become prepared for the next step in their education or employment. Provide assessment support to institutional groups. Specific deliverables for the 2020-21 academic year are: 1. Create committee charter and submit to Academic Senate for approval.

	2. Provide support and input on data to be integrated into new Program Review platform 3. Develop framework for integrating SLO assessment in Canvas. 4. Map SLOs to PLOs/GELOs in Nuventive.

Membership	[Description of the number and composition of the members based on role/perspective/expertise and constituency group.]
	
	The Assessment Committee will ideally be comprised of faculty members that are representative of the department structure and/or schools.
	
	• Faculty Chair – (Academic Senate) Voting Member
	    • Member of Program Review Committee
	    • Member of Guided Pathways Workgroup
	    • Member of Governance and Institutional Effectiveness Council
	    • Attend Academic Senate to report on Assessment Committee
	• Administrative Chair - (Administration) Voting Member
	    • Member of Program Review Committee
	    • Member of Guided Pathways Workgroup
	    • Member of Governance and Institutional Effectiveness Council
	• Faculty Committee Members – At least 1 faculty member from each department and/or school. One of the faculty should represent CTE programs and one faculty should be a counselor (Voting Members)
	• Student Services Representative (Non-voting member)
	• Learning Resource Center Representative (Non-voting member)
	• Institutional Effectiveness Representative (Non-voting member)
	• Student Representative (Non-voting member)

Meeting Time/Pattern	[Specify meeting days/times or the general pattern or schedule. See examples below.] Meetings are held on the second Wednesday of the month from 9:00am - 10:30am during the Fall and Spring semesters.
Roles of Chairs and Members	The Assessment Committee Co-Chairs are accountable to the Academic Senate to ensure continuity of dialogue between governance tiers. Chairs are responsible for preparing agenda and facilitating meetings based on best practices and guidelines for effective facilitation. The co-chairs do not typically vote on action items, but in the case of a tie the faculty co-chair would vote to break the tie. Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Assessment Committee that can help to achieve the stated deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Assessment Committee. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Assessment Committee peers with the intention of finding consensus on all issues that come before the Assessment Committee.

	Since this is a standing committee of the Academic Senate, only faculty are voting members of the Assessment Committee.

Meeting Procedures and Expectations	The co-chairs and members of the Assessment Committee will adhere to participatory governance best practices as follows:
	
	• Meeting agendas are issued in advance of meeting times.
	• Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward.
	• Members endeavor to:
	    o appropriately prepare for meetings based on the meeting agenda.
	    o arrive promptly and stay for the duration of entire meetings.
	    o participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
	    o welcome all ideas, interests and objectives that are within the scope of the charter.
	    o actively listen to engage in respectful and constructive dialogue.
	    o work with a spirit of cooperation and compromise leading to authentic collaboration.
	    o move forward once a consensus-based decision has been made.
	    o continue to progress with the members who are present at each meeting.
	    o follow through on tasks that are committed to outside of scheduled meetings.

PROPOSED BODY NAME

Roster of Members as of [Current Date]

Name	Perspective/Expertise	Role	Constituency
Name of individual	In what position in the charter does this individual fill?	Co-Chair, Member? Ex-officio or appointed? If appointed and charter is multi-year, term of office for the position? Terms should be staggered.	Management, Faculty, Classified, or Student?