



## Charter for Assessment Committee (NAC)

2021-2022

This Charter is established between the Assessment Committee and the Academic Senate to structure the process and planned outcomes included herein during the one-year period of the 2021-2022 academic year.

### Purpose

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

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 Assessment Committee is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below:

2030 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.

- 2025 Objective 8.1 Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.

### Guiding Principles and Assumptions

The guiding principles for the Assessment Committee are:

1. Improvement of student learning should be the primary focus of any assessment effort.
2. Assessment should occur anywhere student learning is occurring, including instructions, student services, library & learning resources center and any other area involving student learning.

### **Guiding Principles and Assumptions**

3. Faculty, as subject matter experts, are given freedom to choose the manner in which they assess the learning outcomes associated with their courses or programs.
4. The Assessment Committee is the primary governance structure overseeing the process of measuring student learning at the college.

Accreditation Standards guiding the Assessment Committee:

- I.B.2 and 5
- I.C.2 and 4
- II.A.2, 3, 9, 10, 11, 12 and 16
- II.C.2
- III.A.2

### **Equity**

Our role is to assess student learning and support and guide improvements in pedagogy and practices that will result in closing student learning gaps.

### **Scope & Expected Deliverables**

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 2021-22 academic year are:

1. Update committee charter and submit to Academic Senate for approval.
2. Update Assessment structure of the Nuventive platform.
3. Facilitate training for integrating SLO assessment in Canvas.
4. Map SLOs to PLOs/GELOs in Nuventive.

### **Membership**

The Assessment Committee will be 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

## **Membership**

- 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**

Meetings are held on the second Wednesday of the month from 9:00am - 10:30am during the Fall and Spring semesters. Contact the Chair/Co-Chair(s) or designated facilitator to place an item on a future agenda.

## **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.

In addition, members may be asked to participate in and /or lead trainings. Also part of the responsibilities of being an assessment committee member is to take the lead for their department and/or school for any initiatives or decisions made by the 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:
  - appropriately prepare for meetings based on the meeting agenda.

### **Meeting Procedures and Expectations**

- arrive promptly and stay for the duration of entire meetings.
- 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.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
  
- follow through on tasks that are committed to outside of scheduled meetings.