



PROPOSAL

April 7, 2017

To: Mari Giel, College Council Chair
College Council Members

Fr: Reshela DuPuis, Assessment Committee Chair
Assessment Committee Members

Subject: Proposal for Re-organization of the Assessment Committee's Tasks

The Assessment Committee, a standing committee of the College Council, respectfully asks the College Council's consideration and adoption of this proposal to re-organize our Committee's charge and annual tasks in accordance with the Chancellor's request that governance groups and related committees re-frame our roles and functions to become more engaged in helping to set our overall institutional priorities, directions, and resource uses.

The Committee has discussed and approved by majority vote¹ the proposal below to re-organize the charge and tasks of the Committee as follows:

- The Assessment Committee (AC) will work in collaboration with the College Effectiveness Review Committee (CERC), which is proposed to become a standing committee of the College Council;
- The AC will meet annually during the spring semester to review and evaluate completed assessment reports that are referenced and used as evidence in each year's Comprehensive Program and Unit Reviews (approximately 10 instructional programs and 10 non-instructional units are scheduled to submit Comprehensive Reviews each year);
- The AC will review, discuss, and evaluate the referenced assessment reports based on a rubric developed by the Institutional Assessment Coordinator and approved/adopted by the AC;
- After its evaluation of these assessment reports is complete, the AC will provide response and recommendations memos to each program and unit for which assessment reports have been evaluated, similar in format and intention to the response and recommendation memos provided to programs and units by the CERC for their overall Comprehensive Reviews;
- The AC also will provide a summary report of its evaluations and recommendations to the College Council for review, after which the AC's summary report will be provided to the Chancellor by the College Council.

Mahalo for your consideration of this proposal.

¹ Ten of the twelve voting members of the Committee voted YES on the proposal; two members did not return a vote.