Academic Assessment Committee Charter

Mission

The Academic Assessment Committee, which has faculty leadership, provides a forum for the exchange of assessment information and strategies among academic programs and academic-support units.

Committee Members

The committee is composed of a subgroup of assessment coordinators representing each school and the Director of Academic Assessment. Assessment coordinators of the committee serve 3-year terms on a rotating basis. All members are voting members, and an assessment coordinator will chair the committee. The committee will appoint a secretary annually.

Scope of Responsibilities

The committee’s primary responsibility is to organize academic-program assessment training and provide coaching for fellow assessment coordinators, faculty at large, and administration.

Examples of assessment trainings and activities include:

- Monthly brown-bag lunches for an assessment learning community
- Regular training/work sessions on assessment topics
- Annual assessment expo including a guest speaker and poster sessions
- Collaborations to promote scholarship of assessment within the various academic disciplines
- Funding small grants that promise innovative approaches or improved practice in assessment.

The committee is also responsible for the following:

- providing guidance and expertise on assessment issues throughout the institution,
- assuring that assessment coordinators are kept up to date on assessment/evaluation activities, procedures, and schedules
- assigning peer review of annual academic-program assessment,
- reviewing assessment mechanisms (including the Academic Assessment website), and recommending any necessary changes to the Office of Academic Assessment, which has oversight responsibility for all academic assessment at Dixie State University, and
- generating annual reports on the status of assessment activities to be shared with the faculty and academic administration.

Records and Support

The committee will maintain electronic records of assessment documentation and committee minutes on the university’s designated storage devices for archiving proposes related to reporting to the Northwest Commission on Colleges and Universities.

The activities of the committee are supported by staff in the Office of Academic Assessment.