Assessment Committee Charter

**Statement of Purpose**

**Committee Objectives:**
- Help Honolulu Community College develop comprehensive institutional effectiveness procedures, processes, and models designed to insure the continuous assessment of the effectiveness of all components of the college's programs and service, including credit and noncredit instruction, student services, facilities and equipment, community outreach, administration, maintenance, communication/computer support, library support, academic support, secretarial/clerical support, campus security, and linkages to the feeder schools, the workplace, and transfer institutions.
- Plan, prioritize, coordinate, and communicate assessment efforts.

**Key Tasks and Responsibilities of the Committee:**
- Ensure and coordinate conduct of campus wide surveys and assessment efforts.
- Ensure and facilitate sufficient professional development opportunities for administrators, faculty, and staff in support of ongoing assessment efforts.
- Ensure the College makes appropriate response to Accreditation requirements with regard to assessment activities.
- Facilitate sharing and dissemination of models, pilots, precedents and findings that result from College assessment activities.
- Provide a forum for discussion and agreement of all sectors of the College regarding standards, templates and policies related to assessment activities to include annual assessment and program review.

**Operating Procedures:**
- The Chair will collect input to create the agenda, and follow up to ensure completion of identified tasks and responsibilities.
- Representatives are responsible for bringing to the committee the concerns and input of their constituencies, and dissemination of Committee decisions and responses back to these groups.
- Meetings are open to all members of the campus. Only those officially on the Committee can participate in final decisions.
- Chair and recorder are to be selected at the beginning of the academic school year by members of the committee. The Committee may decide to rotate the duties of taking minutes.
- Meetings are convened by the Assessment Coordinator. A chair will be chosen by election or consensus among members of the committee.
- Decisions are made based on consensus.

**Structure of the Committee**

**Membership:**
- Assessment Coordinator
- CPC Chair (or liaison, to be chosen by the CPC)
- FSEC Chair (or liaison, to be chosen by the FSEC)
• SSEC Chair (or liaison)
• Dean of Academic Support (ex-officio)
• Student Senate Representative (to be chosen early in Fall Semester)
• All UC Division Chairs (or a representative from the appropriate divisions to be chosen by the UC Division Chairs)
• Tech I Division Chair
• Tech II Division Chair
• Distance Education Coordinator or DEAC Liaison
• Student Services Representative
• Academic Support Services Representative
• Administrative Representative (two year term)
• Institutional Researcher
• Accreditation Liaison Officer
• Faculty Representative

Membership is determined in three ways:
1. Members who belong by virtue of their position (e.g. Institutional Researcher)
2. Members who are chosen by the committee they represent (e.g. FSEC representative)
3. Those who represent committees or constituencies may resign. Their replacement is to be chosen in the same manner as the original member was chosen.

Scope of Authority
• The Committee has the authority to establish timelines, deadlines, and mandate standardized assessment practices (e.g. course student learning outcomes).
• Decisions by the Committee will be passed on and carried out by those in leadership positions - Division Chairs, Administration, heads of departments and units.
• For mandated actions, the Committee will send recommendations for approval to FSEC and SSEC.

Documentation/Communication
• A recorder is identified for each meeting. Drafts of the minutes are circulated to the committee via email for review and revision.
• Completed minutes are sent to the campus as an email attachment, posted to the Intranet, and a notice is sent to the campus at large.
• Relevant documents produced by the committee or guiding its actions are posted to the Intranet.

Authorization
Authorized by the FSEC – March 2012.