HONOLULU COMMUNITY COLLEGE
ASSESSMENT COMMITTEE
(formerly known as Assessment Taskforce)

ORGANIZATIONAL CHARTER

I. Scope of Authority
The Assessment Committee will report to the Planning Council. The Assessment Committee will have the authority to create ad hoc workgroups for specific tasks or initiatives; these ad hoc workgroups are ongoing, but called only as needed, require a list of appointed members, and must report their activities and findings to their committee.

II. Statement of Purpose
The Assessment Committee will have primary responsibility in planning, advising, and monitoring the progress of assessment-related activities of the College.

III. Operating Procedures
The Assessment Committee will:
1. Coordinate assessment activities on an annual basis, in accordance to the College’s mission and values as well as accreditation requirements.
2. Provide educational material and training for faculty and staff in all forms of assessment.
3. Coordinate communication pertinent to these initiatives.
4. Have the authority to form ad hoc work groups focused on specific tasks.
5. Conduct its meetings according to Robert’s Rules of Order.

IV. Membership of the Committee
The Assessment Committee will include:
1. Institutional Assessment Specialist (Chair, ex officio, non-voting).
2. Accreditation Liaison Officer (ex officio, non-voting).
3. Representative from Administration (ex officio, non-voting).
4. Representative from Institutional Research (ex officio, non-voting).
5. Representative from Hawaiian Programs.
6. Representative from Humanities/Social Sciences.
7. Representative from Language Arts.
8. Representative from Math.
9. Representative from Natural Sciences.
10. Representative from Tech I.
11. Representative from Tech II.
12. Representative from Academic Support.
13. Representative from Administrative Services.
14. Representative from ITS.
15. Representative from PCATT.
16. Representative from Student Services.
17. Representative from any other department that may be added over the years.

Each member can hold one position only.
V. Members shall:
1. Be selected by the supervisor of each area of membership as listed in section IV, namely:
   - Institutional Assessment Specialist: NA, one candidate only.
   - Accreditation Liaison Officer: NA, one candidate only.
   - Representative from Administration: Selected by VCAA.
   - Representative from Institutional Research: NA, one candidate only (ODS/AMS integration).
   - Representative from Hawaiian Programs: Selected by Chair.
   - Representative from Humanities/Social Sciences: Selected by Chair.
   - Representative from Language Arts: Selected by Chair.
   - Representative from Math: Selected by Chair.
   - Representative from Natural Sciences: Selected by Chair.
   - Representative from Tech I: Selected by Chair.
   - Representative from Tech II: Selected by Chair.
   - Representative from Academic Support: Selected by Dean.
   - Representative from Administrative Services: Selected by Vice Chancellor.
   - Representative from ITS: Selected by Chief Information Officer.
   - Representative from PCATT: Selected by Director.
   - Representative from Student Services: Selected by Dean.
2. Have assessment interest.
3. Commit to two years of service with possibility of extension.
4. Be responsible for consulting with and informing their constituents of the issues and activities of the committee.
5. Appoint a proxy representative, if unable to attend a meeting (prior notice for a proxy representative must be sent to the Chair of the committee).
6. Cast one vote in representation of their constituents.
7. Make decisions according to majority rule.

VI. Meetings
The Assessment Committee will meet monthly during the academic year (no fewer than three times each semester). Chair emails members the agenda at least a day prior to the meeting. All meetings are open to the campus at large.

VII. Documentation/Communication
1. Minutes from all meetings of the Assessment Committee will be prepared by the Chair and posted online.
2. Reports from the ad hoc workgroups of the Assessment Committee will be incorporated into the minutes of that committee.
3. The Assessment Committee will provide end-of-year summary reports to the Planning Council.
4. The Assessment Committee will review its charter annually.

VIII. Authorization
FSEC: Acknowledged on April 9, 2020
SSEC: Acknowledged on April 21, 2020
Planning Council: Acknowledged on September 25, 2020