

## Program & Services Assessment/Accreditation Committee

### Function

- ◆ Will direct and oversee the college's assessment and planning for instructional departments, student services units, and administrative units
- ◆ Will direct and oversee the production of the college's self-study and midterm reports for the accreditation process
- ◆ Will ensure a formative and systemic process by which faculty and staff conduct analysis of assessment data and planning to accomplish goals
- ◆ Will validate and forward recommendations for resources and recommendations for actions to campus governance groups

### Outcomes/Products

- ◆ Annual report of the college's outcomes (programs, services, degrees, certificates, courses)
- ◆ Annual report of recommendations for resources and actions to support improved outcomes
- ◆ Self-study and midterm reports for the accreditation process

### Membership

- ◆ Vice President for Instruction or designee 1
- ◆ *Vice President Student Services or designee* 1
- ◆ Academic Senate 1
- ◆ Classified Senate 1
- ◆ *CSEA* 1
- ◆ Student Senate 1
- ◆ Chair of the Student Learning Outcomes and Assessment Committee 1
- ◆ Institutional Research 1
- ◆ Faculty Members: 6
  - Fine Arts/Social Sciences
  - Math/Science/Nursing
  - Occupational Education
  - Physical Education
  - Counseling
  - Library

**Chair:** Elected by the committee

### Meeting Schedule

This committee will meet twice a month

### Receives Information from:

- ◆ The committee will receive planning and assessment self-studies from instructional departments, student services units, and administrative units
- ◆ The committee will receive *information* from institutional research and *administrative information systems offices*

- ◆ Senates (academic, student and classified)

### **Makes Recommendations to:**

- ◆ Instructional Departments, Student Services Departments, and Administrative Units
- ◆ Shared Governance Committees
- ◆ Senates (academic, student, classified)
- ◆ Institutional Action & Resources Allocation Committee
- ◆ Governing Board of Trustees
- ◆ Technology, *Human Resources* & Facilities Planning Committee

### **Decision Making Protocol**

Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

### **Support**

- ◆ Clerical support will be provided to this committee.
- ◆ The institutional research, administrative information systems and the business office will provide data and information in support of the committee