

ENMU-Roswell
Institutional Assessment Committee (IAC) Charter
Revised 3-21-2019

Mission

To direct and guide the continuous improvement of student learning

Motto

“Ab Obsequio, ut Commitment, ad Cultura” —“From Compliance, to Commitment, to Culture”

Scope of Work

- Help institution, instructional colleges, departments, and programs craft initial inquiry questions, leading to meaningful data collection and analysis that aligns with the college’s strategic plan;
- Help institution clearly define and publically post campus’ institutional, general educational, and co-curricular learning outcomes;
- Develop general education competencies that are aligned with the New Mexico Higher Education Department, that articulate the purpose, content, and learning outcomes of its general education requirements.
- Develop standards for course assessment that can be adopted and consistently used across courses. Such standards should include but not be limited to specific learning objectives, measurement by an instrument or process that places value on that learning and steps to incorporate needed improvements in courses that were found as a result of the course assessment process.
- Develop a plan that links the assessment of student learning in courses and programs, assessment of the general education outcomes, and the assessment of co-curricular programs to the budgeting and planning process. Incorporate the results of these assessments into the annual budgeting process and the strategic planning process.
- Offer coaching to administrators and faculty about assessment methods, aims, and processes;
- Provide feedback to colleges, disciplines, departments, and programs on assessment work in progress;
- Collaborate with Program Review Committee to integrate assessment of student learning meaningfully into the process of Program Review;
- Coordinate with Faculty Professional Development committee to provide on-going faculty professional development related to assessment;
- Design/maintain a unified assessment process that includes measures and procedures to identify student learning improvement opportunities;
- Select, or design, and then maintain a system that tracks course, program, and institution learning outcomes;

Reporting Structure

The IAC operates under the authority of the Vice President of Academic Affairs (VPAA). In the event that the VPAA position is vacant, the IAC will report directly to the campus president.

Membership (Thirteen Voting Members—7 Faculty, 6 Administrators, 1 student)

- Executive Director of Institutional Research—Chair—permanent sitting member
- Vice-President of Academic Affairs—permanent sitting member
- Assistant Vice-President of Art and Sciences—permanent sitting member
- Assistant Vice-President of Health Education—two-year term will rotate with the AVP of Technical Education
- Assistant Vice-President of Technical Education—two-year term will rotate with AVP of Health
- Faculty Senate President—permanent sitting member serving two-year term; represents both the faculty and his/her instructional college
- Two Faculty Members from each instructional college (two year terms) whenever possible one member should be a tenured staff and other member should be tenure-seeking. Faculty Senate president will be representing both the faculty and their college.
- Faculty Assessment Chair—permanent sitting member
- Distance Education Director—permanent sitting member
- Director of Advising Services—permanent sitting member
- Student Representative—a student will be selected to serve on this committee along with a student alternate. Time served on this committee will be counted toward work-study or student hire hours.

Selection Process for Serving on IAC

Fulltime faculty members are nominated by the Assistant Vice-Presidents (AVPs) and approved by the Vice-President of Academic Affairs (VPAA). The nomination and approval process is completed during the first week of each fall semester. Student members are nominated and approved by the ENMU-Roswell IAC to serve a term of no more than two (2) years. Faculty Assessment Chair is elected by the IAC as needed.

Responsibilities

Committee responsibilities include, but are not limited to, the following:

- Meet monthly (at a minimum) to collectively address assessment needs and tasks
- Provide input and assistance in the creation a monthly assessment summary report for the VPAA who will then submit report to core staff for review
- Attend assessment conference as finances permit
- Provide a calendar of deadlines at the beginning of each academic year for the VPAA and Faculty Senate

Executive Director of Institutional Research:

- Provide leadership and facilitate ongoing communication among various groups involved in assessment of student learning
- Organize assessment tasks and direct committee work
- Create and disseminate reminders regarding IAC timelines and deadlines to the campus
- Set meeting agendas and conduct meetings
- Maintain dialog with state-wide and national assessment organizations
- Oversee/submit required state assessment reports

- Oversee assessment website maintenance and updates (can be delegated)

Assistant Vice-President for Art and Sciences:

- Serve as the committee chair in absence of regular chair
- Serves as the assessment leader in all matters related to general educational assessment
- Assist the committee chair as needed
- Provides outreach to faculty

Faculty Senate President

- *Ensure monthly assessment report is included in the agenda for regular faculty meetings and discussed as needed.*
- *Serve as an assessment resource for faculty members as needed*

Faculty Assessment Chair

- *Meet weekly with Executive Director of Institutional Research to assist in planning/coordinating assessment activities*
- *Help plan agendas for monthly IAC meetings*

Faculty

- *Represent faculty from your instructional college and ensure actions passed by IAC are reasonable and prudent from a faculty standpoint*
- *Communicate assessment activities to other faculty and students as needed.*
- *Provide support and assistance in the implementation of assessment efforts campus wide*

Director of Advising Services

- Coordinate assessment efforts between Student Services and academic departments
- Provide assistance with student management systems

Outcomes

- Develop annual and cyclical work plans focused on supporting assessment work (to be reviewed by Faculty Senate and Higher Learning Commission Assessment Committee);
- Produce an annual report focused on assessment projects completed; the report will facilitate the college's understanding of how faculty use assessment methods to improve student learning and how specific projects are tied to refinement of teaching and improvement of student learning; reports will be made available on the Assessment website;
- Develop and update the Assessment website, bi-annually;
- Demonstrate how program assessment results are used to improve the educational program and student learning;

Procedures

Meetings:

- The committee shall meet monthly on the last Thursday during the regular academic year, excepting holidays. A meeting agenda shall be distributed to members and posted to the ENMU-Roswell web site no fewer than 72 hours prior to the next scheduled meeting.

Order of Meetings:

- The IAC will function under the authority of Robert's Rules of Order, Newly Revised.

Quorum Definition/Voting

- In order to take action on business, a quorum of voting members must be present. A quorum must not only contain a majority (50% +1), but at least one faculty representative must be present. Once a vote has been called, measures may pass with a simple majority of the voting members present, excluding any abstentions (For example: a quorum for any meeting must contain at least three faculty representatives from each college plus four other voting members (seven people). In meetings where a quorum is not met, members may elect by consensus to conduct business electronically.

Minutes

- Minutes from every IAC meeting will be taken by the Arts and Sciences' Administrative Assistant and posted publically within seven days.

Institutional Research/Data Collection

- The Institutional Research Assistant shall assist in the collection, storage, and presentation of all data related to assessment.

Finance/Budget

- A representative from the ENMU-Roswell Finance office shall meet with the IAC annually to help ensure assessment priorities are aligned with budgets

Committees and Subcommittees:

The IAC may establish standing and ad hoc committees from among its membership, and it may include on these committees' representatives from any area of the campus or the larger community, as it chooses. Creation of such committees will be accompanied by a specific charge or mission, a constituent list, and a time of expiration, where appropriate. At least one member of the Institutional Assessment Committee must serve as a liaison for each subcommittee established.

Attendance

- Active committee participation is required to ensure continuity and inclusion. Members should plan to send a colleague to the meeting if unable to attend themselves. Should members fail to attend three consecutive meetings, or fail to provide a proxy to attend, the

chair has to option to revoke such person's membership and appoint a new member with similar institutional functions.

Charter Review

- The IAC will review this charter annually and report any revisions to both ENMU-Roswell's Faculty Senate and Core Staff.