

Co-Curricular Assessment Committee

Proposed Charter

Mission

To ensure appropriate definitions, expectations, policies and procedures, and oversight related to co-curricular assessment are developed and implemented.

Motto

“Todo lo que tenemos que hacer ahora es tomar estas mentiras y hacerlas verdad de alguna manera” -- Jorge Miguel

Scope of Work:

- Defining co-curricular assessment
- Developing assessment planning processes that are meaningful for personnel in all co-curricular areas
- Providing leadership by identifying co-curricular outcomes and directing assessment efforts within the co-curricular areas
- Review submitted assessment plans and reports and recommend revisions on an ongoing basis

Reporting Structure:

The Co-Curricular Assessment Committee (CCAC) operates under the authority of the Institutional Assessment Committee (IAC).

Membership/Selection:

The CCAC will consist of nine voting members who are appointed according to the following allocation:

5 members- Staff appointed by Vice-President of Student Affairs

3 members- Faculty/Staff appointed by Vice-President of Academic Affairs

1 member- Student appointed by Director, One Stop Center

All appointments will be sent to the Executive Director of Institutional Research who will dispatch appointment letters to members.

In case of a vacancy, the appropriate Vice-President will appoint a member to fulfill the remaining term.

All terms are one year appointments effective July 1.

There will be four officer positions.

The CCAC will elect officer positions at the first meeting after July 1st.

Chairperson-

- Schedule meetings
- Prepares agendas
- Presides over meetings
- Prepare an annual report.
- Performs other duties as consistent with the efficient management of the committee.

Vice-Chair

- Presides in the absence of the Chairperson

Scribe-

- Takes meeting minutes and records them

Treasurer-

- Maintain accurate CCAC budget accounts.
- Provide regular financial reports at the CCAC.
- Submit a year end budget report detailing present fiscal year activities to the IAC.
- Maintain records of all requests for funds, reimbursements, requisitions and purchases.

Outcomes:

- Develop and implement policies and procedures related to co-curricular assessment (e.g., expectations, learning outcomes, assessment plans, assessment reports, reporting schedules, reviews).
- Provide yearly report to the IAC by June 15th of each year.
- Maintain compliance documentation for Higher Learning Commission Criterion 3.E.1 and 4.B.2.
- Review co-curricular assessment plans and reports from campus departments, units, organizations and events.
- Support initiatives related to co-curricular activities.
- Provide professional development opportunities for campus personnel interested in co-curricular activities and assessment.
- Enhance the quality of student learning and development through the design, implementation and assessment of co-curricular activities.

Procedures:

Meetings:

The CCAC shall meet weekly for the calendar year with the exception of holidays.

Order of Meeting:

The CCAC 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 5 members must be present.

Minutes:

Minutes from every CCAC meeting will be taken by the Scribe and posted in a timely manner to the Co-Curricular Assessment webpage on the ENMU-Roswell website.

Attendance:

Regular attendance is expected of all members.

Charter Review

The CACC will review this charter periodically and request any revisions to the IAC for approval.