

Learning Assessment Committee

PURPOSE:

- Advise the Provost, the Vice President for Student affairs, and the Director of Liberal Education on policies and procedures for the creation and assessment of student learning outcomes within individual academic programs, the Liberal Education program, courses, and the extra-curriculum in compliance with best practices in higher education, program accreditation requirements, and compliance with standards established by the Higher Learning Commission and the Kansas Board of Regents.
- Review, approve, and provide feedback on assessment plans, and annual assessment reports to ensure the procedures and processes are being followed and used to effect informed changes in the curriculum and extra-curriculum where needed.
- Educate the faculty, staff, and students on the purpose and mechanisms of effecting the above activities.

MEMBERSHIP:

- Officers
 - Chaired by the Director of University Assessment. The Chairperson shall be the presiding officer and shall:
 - administer all business of the committee
 - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
 - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
 - The secretary shall be elected by the committee at its first meeting of the Fall semester and shall record and transmit agendas/minutes of all committee meetings and assist the chairperson with correspondence of the committee as requested.
- Ex-officio members
 1. Director of University Assessment
 2. Director of General Education or designee
 3. Assistant Deans from Education and AHSS
 4. BE Director Assessment and Articulation
 5. Teaching Innovation and Learning Technologies
- Faculty representatives
 6. Assessment Coordinators from STM and HBS
 7. Faculty Senate 1
- Other
 8. Assessment Data Collection
 9. Library
 10. A representative from student affairs with responsibility for setting and

assessing extracurricular student outcomes
11. SGA representatives 1-2 (not counted towards quorum)

HOW APPOINTED:	Deans make recommendations for their colleges; senate presidents make recommendations for their individual senates. Vice President for Student Affairs makes recommendations for student affairs. Provost appoints the department chair. SGA President recommends student representatives.
ROTATION:	Representatives from each of the colleges, chairs, and student affairs will serve a three-year term. Student representatives will be appointed annually.
WHEN APPOINTED:	Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.
MEETING FREQUENCY:	The committee shall meet as necessary to conduct the business of the committee, meeting <u>at least</u> monthly during each academic semester.
PARLIAMENTARY PROCEDURE	Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.