



## 14 Duties every Assessment Committee should perform

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The Assessment Committee establishes the process and procedures for conducting assessment on campus. This includes establishing timelines for annual plans and reports and for creating the templates degree programs use to submit assessment information. If your institution does not have an Assessment Committee, I highly recommend that you consider establishing one. An Assessment Committee adds organization and structure to the entire process and is recommended by most, if not all Regional Accrediting bodies. Further the Assessment Committee is usually charged with the following duties:

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- 1) To act as a resource to academic and non-academic departments, individual faculty, academic programs and committees for the purpose of assessing student academic outcomes and program evaluation.
- 2) To receive evaluation reports from all academic programs.
- 3) To help each program formulate an annual assessment plan.
- 4) To receive and approve assessment plans from departments and programs.
- 5) To verify implementation of approved assessment plans.
- 6) To receive and review annual assessment progress reports.
- 7) To help conduct general education assessment.
- 8) To report regularly to the Faculty Assembly.
- 9) To submit annual reports to the Academic Dean for Planning and Budget purposes.
- 10) To propose recommendations facilitating ongoing assessment practices which enhance institutional effectiveness.
- 11) To provide training and educational opportunities for faculty and staff to facilitate awareness of assessment issues and practices.
- 12) To remain current and knowledgeable about the latest assessment tools, practices and guidelines.



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- 13) To seek external funding for directing and conducting assessment activities.
- 14) To create a forum for meaningful discussion of assessment related issues.