

College Operating Procedures (COP)



Procedure Title: Standing Committee: Learning Assessment Committee
Procedure Number: 03-0407
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 04/17/14

Purpose Statement: This COP defines the responsibility, membership, chair, meetings, and reporting of the Learning Assessment Committee.

Guidelines:

The Learning Assessment Committee is charged with developing and recommending procedures and best practices that provide the college with measureable data to assess student learning. The Learning Assessment Committee will assist academic disciplines to develop plans for assessment strategies, rubrics, and methods for using data to make changes in the delivery of course material to promote student success through the following actions:

- Make formal recommendations on the best practices for data collection, assessing results, and making changes to promote student success in General Education.
- Make formal recommendations on the best practices for data collection, assessing results, and making changes to promote student success in academic disciplines.
- Work with the Division of Teaching Innovation, Faculty Development, and Online Learning to develop training for all faculty in implementing assessment strategies, developing and using rubrics, and making course modifications.
- Serve as individual faculty committee members as their discipline's assessment liaison and has responsibility to keep the department involved in the assessment process.

Procedures:

- I. **Membership:** Assistant Vice President of Academic Affairs (Academic Success and Learning Resources); one member of the Office of Research, Technology, and Accountability; one Academic Dean, and one faculty member from each of the following departments/disciplines: Library and Academic Success, Education, Business and Technology, Mathematics, Sciences, English, Fine Arts and Humanities, Foreign Languages and Speech, Health Sciences, Library, and Social and Behavioral Sciences. Faculty representatives are appointed as Coordinator of Departmental Assessment (see duties below). Membership should include faculty from Lee, Collier, and Charlotte Campuses and the Hendry/Glades Center.

- II. Committee Chair:** After the 2014-2015 academic years the Learning Assessment Chair will be elected from the faculty membership on the committee and will serve for a two year term, subject to the approval of the Provost/Vice President of Academic Affairs.
- III. Meetings:** Monthly September through April.
- IV. Oversight:** The Learning Assessment Committee and the chair of the committee are a recommending body that report directly to the Provost / Vice President of Academic Affairs.
- V. Reporting:** The Learning Assessment Committee Chair will meet with the Provost/VPAA twice a semester to update him/her on the Committee recommendations and suggested actions. Committee members will be expected to offer monthly reports to their respective Faculty Senate groups. Committee members will make sure their discipline's Learning Assessment plan, results, and actions taken are updated once a semester on the Learning Assessment Website. Meeting minutes must be maintained and will be posted for all College review after Committee approval at its next meeting within two weeks following approval. The Learning Assessment Committee is a recommending body that reports to the Provost/VPAA, who holds the final authority on recommendations of the committee.
- VI. Coordinator of Departmental Assessment**

Specific Duties:

- Administer, in cooperation with the Dean and/or Department Chair, all assessment activities related to the department.
- Regularly communicate with department faculty regarding assessment
- Work with department faculty to develop assessments, to prepare for scoring, and to administer assessment activities.
- Assist Dean and/or Department Chair in updating and maintaining college-wide assessment databases.
- Work with the Dean and/or Department Chair and the appropriate assessment administrator to develop assessments and an assessment process for dual enrollment courses.
- Serve as the Department's representative to the Learning Assessment Committee.

Selection Process:

Faculty may nominate themselves for this role. The Coordinator of Departmental Assessment is then recommended by the department chair/coordinator (if there is one) to the Dean. The formal recommendation for appointment is made by the Dean to the Provost/VPAA. The Provost/VPAA has final appointment authority.

Compensation:

The Coordinator of Departmental Assessment will receive an annual stipend for the academic year. Appointment may be renewed annually at the discretion of the Dean and Provost/VPAA.

Positions available:

Fine Arts and Humanities, Sciences, Mathematics, English, Speech and Foreign Language, Social and Behavioral Sciences, Health Sciences, Education, Business and Technology, Library and Academic Success