

**SAC Committee Charge** (Distributed on September 19, 2009)

Co-Chairs:

Dr. Steve Atkins (Vice-President of Academic Affairs) and Professor Marty Ambrose (Faculty Assessment Coordinator)

Goal:

The Committee provides philosophical direction, achievement standards, and assessment strategies that guide the learning process at the College. It systematically establishes, monitors, and reviews learning outcomes for effectiveness and in the spirit of continuous improvement.

Membership:

At least 12-18 full-time faculty (including faculty chairs), 8-10 administrators with multi-campus and multi-discipline representation; adjunct participation recommended. Membership will be solicited in March of each year for three-year terms.

Meeting:

Full committee or subcommittee meetings on a monthly basis.

Function:

- Oversee activities related to all program and course assessment to include the A.A. program, the A.S. programs, and the baccalaureate programs.
- Coordinate with the Faculty Assessment Coordinator and Institutional Effectiveness in assessing the learning outcomes at the institutional level.
- Coordinate assessment evaluation activities with Student Services.
- Maintain the Assessment Website
- Review all curricula for inclusion of student learning outcomes/assessment/general education competencies.
- Coordinate the College-wide administration of standardized tests to measure student's success, general education proficiency, and student/faculty satisfaction.
- Work with the Teaching and Learning Center and Professional Development Committee to recommend assessment training initiatives.

Reporting:

The committee reports to the Vice-President of Academic Affairs; meeting minutes must be posted to the Assessment Website.