Chaffey College
OUTCOMES AND ASSESSMENT COMMITTEE
BYLAWS

ARTICLE I
Name

The name of this committee shall be the Outcomes and Assessment Committee.

ARTICLE II
Outcomes and Assessment Committee Mission Statement

The Chaffey College Outcomes and Assessment Committee will provide leadership for the student learning outcomes assessment process at Chaffey College by offering assistance, resources, and support. We will continually communicate with and learn from Chaffey College administrators, faculty, staff, and students in order to improve our resources and support of outcomes assessment to ensure our stakeholders will always have the best tools available to them.

ARTICLE III
Goals

Goals of the Outcomes Assessment Committee:
1) To maintain the institutional student learning outcomes, referred to as the Core Competencies, in terms of defining, revising and assessing.
2) To oversee the maintenance of program learning outcomes for all student services programs and instructional programs, including individual degree and certificate awards.
3) To assist faculty in the maintenance of the SLO process as it applies to courses, including assisting, when needed, with:
   a. The writing of course outcomes statements
   b. The establishing of course benchmarks for SLO assessment
   c. The establishing of appropriate course assessments
   d. The collection of course SLO data
   e. Using the results of that course SLO data to improve student success and course effectiveness
4) To create and maintain a timeline/tool for the achievement of SLO tasks and to regularly assess progress within the timeline.
5) To educate the college community and provide resources in support of the outcomes assessment process
6) To support efforts in collecting, categorizing, coordinating, analyzing and storing data and materials from assessment activities
7) To assess needs for additional campus-wide resources in support of the outcomes assessment process, making recommendations and requests as appropriate
8) To provide regular reports summarizing the progress of the outcomes assessment process campus-wide
9) To initiate campus-wide communication on the outcomes assessment process, including dissemination of information as well as interactive dialogue
10) To assist in the institution’s Program and Services Review (PSR) with the review of course SLO assessment progress and related implications for program health.
11) To research and make recommendations on the inclusion of outcomes assessment into institutional decision-making processes
ARTICLE IV
OAC Committee Membership

The Outcomes Assessment Committee has the following constituencies: administration, faculty, and classified staff. All departments will be asked to send a representative to act as an Outcomes Assessment Committee member in the fall. Members of the committee will serve a two year term. The membership will consist of

1) One representative from each academic school
2) Representative from Student Services
3) Representative from the Curriculum Committee
4) Representative from the Program and Services Review Committee
5) Classified staff representative
6) Representative from Academic Senate
7) Representative from Institutional Research
8) Dean of Instructional Support
9) Vice President of Instruction
10) SLO Co-Facilitators (2)

Any member can only have one vote.

ARTICLE V
Responsibilities of Outcomes Assessment
Facilitator/Co-Facilitator – this should come from the
HR notice – check new bullets at the end;

Specific duties include

1) Serve as chair of the Outcomes and Assessment Committee and as a liaison to all college academic programs and classified and administrative units
2) Maintain a close relationship with the Curriculum Committee Chair to promote SLOs as basic to the learning process
3) Work with the Curriculum Committee to maintain the integrity of the curriculum process, academic freedom, and the quality of course offerings
4) Serve as liaison and collaborate with classified and administrative departments of the college as they develop, implement, and assess SLOs
5) Serve as a resource for faculty, individually and collectively, as they develop written SLOs, assessment tools, evaluation of SLO processes, and data analysis for feedback to improve each course and program while ensuring institutional SLOs are addressed
6) Coordinate with the Faculty Senate, Curriculum Committee, the Faculty Success Center facilitator, Classified Senate and the Professional Development director to plan and implement formal and informal SLO and assessment development opportunities
7) In conjunction with the Curriculum Committee, develop a peer-review process
8) Provide training opportunities for the Curriculum Committee and the Program and Services Review (PSR) Committee so that their members have the knowledge to assess course and program SLOs as they are presented to Curriculum or PSR for review
9) Serve as liaison for the State Academic Senate and keep current with regional and state-wide meetings and projects and collect assessment materials from other colleges and SLO websites and make that information available to the Chaffey community

10) Work with Institutional Research to develop institutional, program, and course SLO assessment data that can be used to improve learning and teaching, demonstrate linkages between/among the three SLO levels, and provide evidence of institutional effectiveness

11) Assist faculty, coordinators, deans, administrators and staff in integrating assessment of SLO activities and data into the program planning and review process

12) Prepare reports that provide summaries, evaluations, and documentation of progress made on campus towards the integration of institutional, program, and course SLOs and their assessment into both the college’s curricular and co-curricular areas

13) Coordinate the efforts necessary to draft and complete internal documentation for accreditation

14) Collaborate with the Faculty Success Center facilitator and the Director of Professional Development to create and maintain a collection of SLO and assessment resources

15) Stay current in SLO scholarship, including attending appropriate conferences to ensure that SLO information is disseminated effectively through the campus community

16) Work with the web developer to ensure that the college’s SLO website is maintained to reflect the current state of SLOs on campus

17) Participate on College Planning Council and other institutional committees
ARTICLE VI
Meetings

A. Meetings shall be held twice monthly on Wednesdays from 1:30-3:00. Additional meetings may be held as needed.
B. The Administration shall provide staff support for the purposes of recording minutes. The minutes of each meeting shall be reviewed at the following meeting.
C. Meetings are open to all members of the campus community, and individuals may address the committee under the Items from the Floor agenda item.

ARTICLE VII
Quorum, Voting and Rules of Order

A. A quorum shall be considered 50% of the membership as outlined in Article IV. However a lack of a quorum does not affect the proceedings unless a point of order is raised.
B. Voting shall be by voice.
C. Meetings shall be fair, open and thorough, but also efficient, timely, orderly and kept to the point.
D. In all matters parliamentary procedures shall be governed by Roberts’ Rules of Order, most recent edition.

ARTICLE VIII
Outcomes and Assessment Committee Responsibilities with the PSR Process

As part of the process of contributing to overall institutional effectiveness, the OAC shall participate in the Program and Services Review process. The committee responsibilities shall include

1. Creation, review and update of PSR SLO rubric for both student services and instructional programs. This rubric shall encompass all relevant points of the institution’s SLO process as applied to programs, and based on course SLO data.
2. Assisting faculty engaged in the PSR process to satisfactorily complete their PSR SLO page.
3. To review the storage of all relevant program SLO documentation, including but not limited to the Core Competency Matrix, the curriculum map, and the chronological assessment plan.
4. To assess the assessment of the PSR SLO process on an annual basis.
ARTICLE IX

Amendment of Bylaws

Amendments to the Bylaws may be proposed by any Committee member. A 2/3 vote of the Committee members shall be necessary for adopting proposed amendments.