

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.2.8

Title: Assessment Committee	
Originated by: President/CEO	
Signature	Date
Approved by: VPAA/forwarded to Faculty Senate for review	
Signature	Date
Reviewed on: 10/27/08	Revised on: 03/28/11, 02/16

Policy Statement:

The Assessment Committee is a representative group of MATC faculty and staff that advise administration in matters concerning the planning, implementation, and evaluation of activities related to College-wide assessment, including the mission and objectives, and recommends development of new and/or revision of current procedures to enhance the effectiveness of the organization.

Rationale:

The faculty and staff of Manhattan Area Technical College are responsible for the assessment of all activities related to the institution. This committee brings diverse perspectives and additional ideas to the assessment of the institution's overall effectiveness.

Procedure:

The functions and responsibilities of the assessment committee are as follows:

1. Provide oversight and make recommendations regarding the College's assessment program
 - a. Conduct ongoing evaluation of College-wide assessment processes, as necessary
 - b. Assist in the evaluation of individual program, departmental, and institutional assessment plans
 - c. Review assessment findings and performance improvement activities undertaken to respond to these findings as scheduled on the assessment calendar
 - d. Provide input to appropriate committee as related to assessment
2. Ensure proper communication among all segments of the faculty and staff regarding assessment

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Composition of Membership:

- The Vice President of Academic Affairs and Vice President of Institutional Advancement will be a permanent ex-officio (non-voting) members
- Faculty will have no less than five voting representatives
- Administrative Services, Student Services, and Professional Staff will have representation as determined by the respective Vice Presidents
- Membership and rotation of faculty will be determined by Faculty Senate
- The Chair or the VPAA may request additional individuals participate in the committee

Offices of the Assessment Committee

Chairperson:

The Chairperson will be a faculty member appointed by the Faculty Senate in consultation with the VPAA and will serve a one-year term with the option of serving additional terms.

Duties:

- Prepare and distribute in advance of meetings all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed
- Communicate progress to faculty senate

Vice-Chairperson:

The Vice-Chairperson will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of reelection.

Duties:

- Fulfill the duties of the Chairperson in the case of his/her absence
- Organize and serve as an ex officio member on any ad hoc committees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the committee. The Recorder will serve a one-year term with the option of reelection.

Duties:

- Record minutes of all meetings, distribute them to committee members and post them on the MATC Portal
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

Officer Resignation:

An officer may resign from his/her position by submitting a letter of resignation to the Chairperson or the **Faculty Senate and VPAA** in the case of the Chairperson. The committee will elect the replacement for the vacancy, except for the Chairperson, at the

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next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.