

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

Policy No. 3.2.8

Title: Assessment Committee	
Originated by: Assessment Committee/VPSS	
Signature	Date
Approved by: Assessment Committee/Faculty Senate/VPSS	
Signature	Date
Reviewed on: 10/27/08	Revised on: 03/2011, 02/2016, 02/2019

Policy Statement:

The Assessment Committee is a representative group of MATC faculty and staff that advises the 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
 - d. Provide input to appropriate committee as related to assessment
2. Ensure proper communication among all segments of the faculty and staff regarding assessment

Composition of Membership:

2-8-2016

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

Policy No. 3.2.8

- The Vice President Student Success/CAO/CSSO and Director of Title III/Dean of Instruction will be permanent ex-officio (non-voting) members
- Faculty will have no less than five voting representatives and the committee composition will ensure faculty have the majority for voting
- Membership and rotation of faculty will be determined by Faculty Senate
- Non-instructional components of the college will be represented on the committee
- The Chair or the Director of Title III/Dean of Instruction 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 Vice President Student Success/CAO/CSSO, 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

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 make them available on the shared drive
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

Officer Resignation:

2-8-2016

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

Policy No. 3.2.8

An officer may resign from his/her position by submitting a letter of resignation to the Chairperson or the Faculty Senate in the case of the Chairperson. The committee will elect the replacement for the vacancy, except for the Chairperson, at the 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 by the last Friday of the month preceding the next regularly scheduled meeting.