

## **Coordinating Committee for Student Learning Assessment**

Work with Administration, Academic Senate President, and faculty working on Student Learning Assessment and select the following Representatives for a 2-year commitment to the Coordinating Committee for Student Learning Assessment. All representatives should be familiar with and supportive of Student Learning Assessment, and faculty should come from a variety of disciplines. At least one committee member must have knowledge of using the Web for Blackboard, Wiki, Blogs, etc.

### **Charge:**

- Formulate and execute a comprehensive plan for implementing student learning outcomes and learning assessments for courses, programs and degrees.
- Develop, adapt, and coordinate policies, processes, responsibilities and resources related to student learning outcomes campus-wide.
- Initiate Student Learning Assessment Cycles for Chabot by Fall 07.
- Identify mentor faculty and recommend training process for other faculty.
- Recommend guidelines for faculty stipends.

### **Members:**

Administration (2):

Vice President, Academic Services  
Dean Representative

Faculty (9):

At least one representative each from:  
Academic/Faculty Senate  
Institutional Planning and Budget Council (IPBC)  
Institutional Research  
Program Review Committee  
Staff Development  
Basic Skills Initiative  
Learning Connection Project  
Student Services

### **Working Relationships**

Academic/Faculty Senate

- Suggests and approves faculty representatives
- Approves all student learning assessment cycle processes, responsibilities and documents.

Business Services

- In consultation with Institutional Research, develops Outcomes Assessment for Non-academic, non-student service administrative services.

Curriculum Committee

- Determines collection and reporting out process for assessment plans and reports.
- Monitors and evaluates course and program-level assessment plans.

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## **Student Learning Assessment Committee (cont.)**

### **Working Relationships (continued)**

#### Deans

- Facilitate selection of faculty representatives.
- Facilitate and encourage faculty work on student learning assessments.
- Monitor student learning assessment plans and reports.

#### Institutional Planning and Budget Council (IPBC)

- Provides resources based upon feedback loop.
- Monitors progress on the Academic Senate's charge/priority objective.

#### Institutional Research Office

- Provides tools and information (internet, books, etc.) needed by faculty initiating student learning assessment cycles or encountering problems as they work through the first rounds of student learning assessments.
- Provides mentoring for faculty and staff as they work through the first rounds of student learning assessments.
- Develops plan and process for college-level outcomes matrix report.
- Proposes college-level assessment cycle and samples to Steering Committee.
- Provides consultation to Program Review Committee on program/course-level Matrix.
- Compiles report out tools.
- Writes college level reports.

#### ITS/Webmaster

- Maintains student learning assessment Website based on content from student learning assessment Liaison.
- Coordinates use of technology to meet faculty needs.
- Trains faculty in use of technology.

#### Program Review

- Determines process for program-level student learning assessment and report.
- Develops plan and process for program/course matrix report, in consultation with Institutional Research.
- Develops plan and process for program/course matrix report.

#### Staff Development

- Coordinate student learning assessment training needs with the Coordinating Committee for Student Learning Assessment.
- Administer faculty student learning assessment stipends based on criteria from Coordinating Committee for Student Learning Assessment.
- Provide forums for reporting of student learning assessment cycle progress by faculty and staff and for faculty and staff training on student learning assessment cycles.
- Organize post-College Council, division, department, flex-days to include sufficient student learning assessment cycle training/reporting time as needed by faculty during implementation.

#### Student Services

- Develops student learning assessment cycle for non-academic services.
- Determines process and coordination of services and academic outcomes.

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## **Student Learning Assessment Committee (cont.)**

### **Working Relationship (continued)**

#### Technology Committee

- Devises and implements reporting and data collection tool for Assessment Plans and Reports (eLumen should take care of this item).
- Lends technical support to student learning assessment projects and research.

#### V.P., Academic Services

- Synchronizes the student learning assessment cycle timeline with program review, course outline & accreditation.
- Coordinates resources.

### **Reporting/Recommending Responsibilities:**

#### Primary –

- Academic/Faculty Senate
- Institutional Planning and Budget Council (IPBC)

#### Other –

- Curriculum Committee
- Vice President of Academic Services