

COE Assessment Committee Bylaws – updated 3.13.20

Title	Suggested
Charge	<p>The Assessment Committee shall:</p> <ol style="list-style-type: none"> 1) Establish, maintain, and review a unit wide assessment plan. 2) Advise and advocate for appropriate unit and program assessments. 3) Recommend assessment policy in collaboration with the Director of Assessment and Accreditation and faculty. 4) Facilitate unit assessment and development.
Membership	<p>The committee shall consist of the Program Coordinator or designee from each program in the College of Education and the Director of Assessment and Accreditation (permanent) who will serve as Chair.</p> <p>The College of Education Dean, the Associate Dean, the Certification Officer, the Database Manager, and Department Chairpersons are ex-officio members and are invited to all meetings. Ex-Officio members of the committee will be non-voting and serve in an advisory role to the committee.</p>
Operating Procedures	<p>The operating procedures will be decided upon by the committee at the first meeting held at the beginning of each academic year. Some Procedures to consider:</p> <p>Where bylaws are silent regarding majority vote, committees may elect to exercise consensus or other decision-making processes provided these are agreed to annually in the operating procedure.</p> <p>Recognizing that there is a common meeting time available for committee work, and that some faculty serve on more than one committee, the committee should attempt to schedule meetings during common meeting time. However, if all committee members agree AND the dates and times of the meetings are publicized to the constituency and the schedule follows a regular pattern the committee has the right to deviate from this practice.</p>
Responsibilities	<p>Specifically, the committee shall:</p> <ol style="list-style-type: none"> 1) Assist the Director of Assessment and Accreditation in developing policies and procedures for meeting assessment requirements for the institution, BOR, GaPSC, and CAEP. 2) Advise the Dean on assessment/accreditation issues and concerns. 3) Oversee the organizing, monitoring, and use of adopted platforms for program and unit reporting. 4) Promote and oversee the best practices of continuous improvement and quality assurance in regard to assessment and accreditation. 5) Advise the unit on assessment data development and analysis for improvement.