Annual Report of the Committee on the Assessment of Institutional Effectiveness

2014-2015

Members:

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In the fall semester, our committee met with the initial purpose to implement the wording and proposed change of our committee name. A new name and committee description was given to us from the previous year and previous two committees. The new name was agreed upon, but the purpose was debated throughout the year. The proposal was submitted to the By-Laws committee. We received feedback from the By-Laws Committee and the Associate Vice-President for Institutional Effectiveness & Strategic Planning. Too many questions were raised as to the responsibilities and tasks of the committee. The Chair contacted the Speaker of the Senate twice for clarification. After meeting with the Chair of the Faculty Senate in April, there was a renewed determination to find a purpose for the committee. This purpose will have to be completed during the fall semester for the new members. Suggestions are outlined below.

Proceeding in the fall with the new description, the committee determined a project to complete. Based upon the idea that the committee would help and review programs at the College of Charleston, we were approached by Dr. Kevin Keenan of the Urban Studies program. As a committee, we reviewed the Urban Studies program, the assessment system, and assessment instruments. The committee compiled a document with recommendations for the program. We feel that this is a beneficial and needed task on campus and should be part of the committee description moving forward. Programs cannot pay for external evaluators. This committee can be a sounding board for programs to look at their assessment systems.

Another task completed in the fall was collaboration with the college-wide curriculum committee. Our committee was asked to help review the “New Major/Program/Degree Form” and the “Change/Delete Program Form.” Our discussion and review concluded with a list of recommendations and changes for the forms. This was submitted to the Curriculum Committee Chair. The committee felt that this type of task was also an important function of the committee; develop and plan with other committees to provide support and guidance in assessment or evaluation related to matters of the college.

The committee spent most of the spring trying to determine its purpose. The committee did not meet in the spring since it was determined that no tasks were readily apparent. It wasn’t until late April that some clarification from the Speaker of the Senate was supplied. This was too late for this year’s committee to implement.
The Committee completed its work with new wording for the FAM, but this wording still needs to be changed to comply with new directions of the state and college in the area of assessment and institutional effectiveness. Below is the wording for the proposed committee that still needs to be modified.

14. Committee on Institutional Effectiveness
   a. Composition: 6 faculty members. In addition, the following are ex-officio non-voting members: the Provost or his/her designees and the Associate Vice President for Institutional Effectiveness & Planning or his/her designees.

   b. Duties:
      (1) To collaborate with the College administration on compliance with the requirements of the Southern Association of Colleges and Schools Commission on Colleges.
      (2) To review the College’s Institutional Effectiveness processes and make recommendations as necessary.
      (3) To review or initiate policies related to institutional effectiveness.
      (4) To communicate results of reviews and collaboration for program improvement.

The Committee on the Assessment of Institutional Effectiveness has recommendations for changes in the FAM regarding the scope and duties of this committee that will be submitted to Senate and Bylaws committee.

The committee will have to address these issues at the start of next year.

- Determine the historical reason for the committee and how it was established to comply with state law.
  - State laws concerning the committee’s establishment go back about 40 years when the college became a public institution. State code provides some guidance as to what the college needs to have in place. The committee can determine tasks from there.
  - The Council for Higher Education (CHE) also has a historical impact on the committee and should be researched. CHE has some language about “Institutional Effectiveness” that must be met.
- The committee should be currently reviewing the “college’s plan.”
  - Next year’s committee must determine what this means.
  - This focus must be larger than just an academic perspective and include a broader reach to the institution as a whole.
- The composition of the committee should change.
  - Nine members are too many to arrange a common meeting time.
  - Five or six members would be ideal depending on future tasks.
- Potential future tasks:
  - Review assessments objectives, not the instruments of different college-wide entities.
- Be a standing member of other college-wide committees as they begin the process of planning and reporting on institutional effectiveness.
- Committee members become ex-officio members of other committees during the development phase of policy for students, faculty, staff, and administration.
- The committee should have the authority to ask for reports to review from different entities on campus related to the newly defined purpose of the committee.
- The committee should not be asked to review reports that have already been created and reviewed by other entities.

Respectfully Submitted,

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