

Bylaws for
THE UNIVERSITY ASSESSMENT COMMITTEE

APPROVED:
April 25, 2011

I. NAME

The **UNIVERSITY ASSESSMENT COMMITTEE (UAC)** was established in late Spring 2008. The UAC is the result of a joint decision by an APSCUF-elected outcomes assessment committee and a Provost-appointed assessment committee that were both established in response to the Middle States Commission on Higher Education requirement that universities develop and implement methods for assessing student learning outcomes and then analyze and apply the findings to enhance student learning.

II. PURPOSE

The UAC's charge is to:

- Review and continuously monitor university-wide assessment programs and their activities;
- Conduct university-wide assessments and support the assessment efforts of other university constituencies;
- Issue a biennial status report to the university community;
- Identify and recommend structured and appropriate assessment-related professional development opportunities for the university community to support the assessment of university programs.

III. MEMBERSHIP

UAC membership reflects constituencies across the campus in order to promote collaboration, communication, and collegiality regarding university-wide assessment measures. The UAC membership has been reorganized to represent all campus constituencies to ensure that all perspectives and needs are represented. The UAC discussed membership changes throughout the Spring 2010, Fall 2010, and Spring 2011 semesters. It was voted after the March 2011 meeting that UAC membership, commencing the 2011-2012 academic year, will include:

- Academic Deans (2)
- APSCUF-elected positions (6)
- Associate Provost of Academic and Institutional Effectiveness (ex officio)
- Committee for Excellence in Teaching and Learning
- Enrollment Management Division
- Faculty of Arts and Letters (College of Arts and Sciences)
- Faculty of Business and Management (College of Business and Management)
- Faculty of Education (College of Education)
- Faculty of Health Professions (College of Health Sciences)
- Faculty of Hospitality, Leisure, and Sport Management (College of Business and Management)
- Faculty of Human Performance (College of Health Sciences)
- Faculty of Science (College of Arts and Sciences)

- Faculty of Social Sciences (College of Arts and Sciences)
 - General Education Committee
 - Graduate Coordinator
 - Graduate student from Graduate Student Advisory Board
 - Intercollegiate Athletics Coach
 - Library
 - Non-Classroom Faculty (College of Education)
 - Non-Classroom Faculty (Student Affairs)
 - Outcomes Assessment and Accreditation Services Director (ex officio)
 - Student Activity Association
 - Student Affairs Division representatives (2)
 - Undergraduate student from Student Government Association
 - University Senate Academic Affairs Committee
 - University-Wide Curriculum Committee
 - Writing Specialist
- (TOTAL LISTED ABOVE: 34 members)

Each constituent group shall determine the manner in which representatives to the UAC are identified and the length of their term of membership on the UAC. Each constituent group shall establish a procedure for identifying representative(s), and the term of their membership on the UAC, and send it in writing to the Director of Outcomes Assessment and Accreditation Services. These procedures may be updated periodically, as determined by the constituent group, by notifying the Director of Outcomes Assessment and Accreditation Services in writing.

Members are responsible for attending meetings, serving on work groups identified by the UAC, and for relaying information to the constituent group they represent on the UAC. If a member is unable to attend a meeting, it is requested that an alternate, identified by the member or the constituent group represented by the member, attend the meeting instead. Alternates attending in place of committee members count toward the quorum but may not vote.

IV. UAC COORDINATING POSITIONS

The UAC will be co-chaired by the Director of Outcomes Assessment and Accreditation Services and a faculty member elected through secret ballot by the UAC members at a regularly scheduled UAC meeting. The term of office for the Faculty Co-Chair shall be two years. There are no term limits. Co-chairs may vote in all decisions before the UAC. In the event that the Faculty Co-Chair is unable to serve in this role for the duration of the two year term, an election may be held at the next regularly scheduled UAC meeting to elect an interim Faculty Co-Chair to complete the remainder of the term.

V. DECISION-MAKING PROCESS

The UAC will make decisions and recommendations during the course of its regularly scheduled meetings. Decisions and recommendations are approved by majority vote with any minority objections recorded in the meeting minutes. A quorum is established, and

voting may occur, when at least fifty percent of the committee is present. Discussions may occur if a quorum has not been attained, however, no formal decisions may be voted upon.

VI. MEETINGS

UAC meetings will be held at least twice during each of the fall and spring semesters for each Academic Year.

VI. WORK GROUPS

Work groups shall be established by the UAC as needed. Work groups may be long- or short- term in nature and serve to accomplish tasks identified by the UAC. Work groups will be comprised of volunteers from the committee membership with one member serving as the group leader. Work groups are responsible to accomplish the identified tasks within the specified timeframe and report on their progress to the UAC at scheduled meetings. Committee members are discouraged from participating in more than one work group at a time.

VII. RECORDKEEPING

Minutes shall be recorded at each meeting of the UAC. Minutes will be typed, distributed to all members, and posted on the S Drive for university-wide reference. Minutes will be approved at the next regularly scheduled UAC meeting.

VIII. UAC REPORTS and RECOMMENDATIONS

Periodic reports and recommendations by the UAC shall be widely distributed and communicated to the university community.

Recommendations shall be directed to the Provost and to affected constituencies.

APSCUF representative(s) to the UAC are expected to inform the Executive Committee of APSCUF about specific recommendations from the UAC that may potentially impact faculty working conditions under the faculty CBA.

Representatives from all other constituencies are expected to relay information from the UAC to the constituent group they represent on the UAC.

IX. AMENDMENTS

These bylaws may be amended by any member of the UAC by proposing suggested changes, in writing, to the Director of Outcomes Assessment and Accreditation Services at least one week prior to the next regularly scheduled UAC meeting. After discussion at two consecutive meetings, and through e-mail contact with members of the UAC, the amendment may be voted upon and passed by a simple majority at the second consecutive meeting.