

**To:** Faculty Senate

**From:** Jeff Judd, Chair for Program Review, Institutional Research, and Assessment Committee

**Date:** March 18, 2015

**Re:** Proposed Changes to Program Review, Institutional Research, and Assessment Committee

**Ref:** Please see <http://emedia.leeward.hawaii.edu/facultysenate/assessment> for documents/policies

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**Background:**

In fall 2014, Della Anderson, former Director of the Office of Planning, Policy, and Assessment (OPPA) asked the Faculty Senate to make recommendations on how best to facilitate assessment efforts on campus. After initial feedback from the Faculty Senate and Division Chairs, the recommendation was for the Faculty Senate to establish a new Assessment Committee and place it under the existing Program Review, Institutional Research, and Assessment Committee.

As the current chair of the Program Review, Institutional Research, and Assessment Committee, I convened an Ad Hoc Assessment Development Committee to determine the Assessment Committee's function and membership. The proposed changes and rationales from the Ad Hoc Committee are found below.

Item Change	Current	Proposed Change(s)	Rationale for Change(s)
Committee Name	Program Review, Institutional Research, and Assessment Committee	Assessment Committee	<ol style="list-style-type: none"><li>1. Better to reformat existing committee instead of creating an entirely new standing committee with similar functions.</li><li>2. "Assessment" is an all-encompassing term that includes IR and Program Review.</li><li>3. Current name is too bulky.</li></ol>
Committee Functions	<ol style="list-style-type: none"><li>1. Maintain a continuing overview of the instructional program for quality and content.</li><li>2. Monitor, evaluate, and recommend policies and procedures relating to program reviews.</li><li>3. Review program reviews and recommend their acceptance, revision, or rejection.</li></ol>	<ol style="list-style-type: none"><li>1. Monitor, evaluate, and recommend assessment policies and procedures to drive campus-wide decision making.</li><li>2. Work with the Administration and Office of Planning, Policy &amp; Assessment to facilitate the assessment process and establish a culture of assessment.</li></ol>	<ol style="list-style-type: none"><li>1. Assessment Committee should be advisory rather than evaluative. Thus, the Assessment Committee's main function is to advise and assist campus-wide assessment efforts rather than serve as a "gate" for assessment quality control.</li><li>2. Assessment Committee's scope should include program review, but the initial focus should be on course and support area outcomes to make assessment more meaningful and connected to student learning.</li></ol>

	<p>4. Make recommendations concerning academic and related programs and activities undertaken outside the traditional framework of classroom activity.</p> <p>5. Review and evaluate the programs and activities conducted in this manner.</p>		
Committee Membership	<p>1. The Committee Chair and appointed faculty members shall be voting members.</p> <p>2. The Dean of Arts and Sciences or designated representative shall be invited to serve as a non-voting member.</p> <p>3. The Committee Chair shall coordinate with the Director of the Office of Continuing Education and Workforce Development as appropriate.</p>	<p>1. The Committee Chair and appointed faculty members representing instructional and support units shall be voting members.</p> <p>2. At least one member from the Administration and Office of Planning, Policy &amp; Assessment shall be invited to serve as a non-voting member.</p>	<p>1. Assessment Committee governance structure should consist of a Chair, Vice-Chair, and Secretary.</p> <p>2. The Assessment Committee Chair may receive a 3-credit release time depending on the work load needed for the year.</p> <p>3. Assessment Committee should include support area units (where appropriate). Ad Hoc Committee recommends that the Unit Deans determine representation and that each area should be represented by 2-3 members.</p>