

# 12.11 Assessment Committee

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## 12.11.1 Function

The Assessment Committee shall be responsible for guiding Mines in matters pertaining to assessment of the program educational objectives and program outcomes of its undergraduate program. In fulfilling its role, the committee will:

- A. Receive guidance and feedback on topics such as assessment plans, assessment evidence, potential actions to support continuous improvement in teaching and learning and ABET program review.
- B. Support the development and implementation of an institution-level assessment plan, based on institution-level student outcomes, including an assessment of the core undergraduate requirements, and in collaboration with other relevant groups on campus.
- C. Review and provide feedback on institution-level assessment work, such as policies relevant to assessment, approaches to collecting assessment data, and results from institution-level data collection.

## 12.11.2 Membership

The appointed membership shall consist of the academic faculty serving as assessment representatives from each department, the Dean of Undergraduate Studies, and the Senior Assessment Associate of the Trefny Center. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate.

## 12.11.3 Method of Operation

The Senior Assessment Associate shall be the chairperson of the Assessment Committee. The committee shall meet three times during both the fall and spring semesters. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. At least five members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business.

## 12.11.4 Method of Appointment

The academic faculty committee members will be designated by their departments and appointed to the Committee by the President. The Faculty Senate representative shall be appointed directly by the Faculty Senate, unless one of the assessment representatives already serves on the Senate, in which case this individual will serve as the Faculty Senate representative.

## 12.11.5 Terms of Appointment

The academic faculty committee members who do not represent the Faculty Senate shall serve while they act as assessment representatives for their department. As such, their terms of appointment may vary, based on department needs and structures, but are recommended to be at least two years.

The academic faculty member who represents the Faculty Senate, if not also a department assessment representative, shall serve for a renewable, one-year term.

All terms of appointment to the committee shall be calculated on an academic year basis, rather than a calendar year basis.