

# KETTERING COLLEGE COMMITTEE CHARTER

## Assessment and Accreditation

<b>Purpose:</b>	The charge of this committee is to: 1) oversee the effectiveness of collegewide assessment data, how it is collected, analyzed and used, and 2) coordinate activities necessary for ongoing accreditation with the Higher Learning Commission.	
<b>Status:</b>	Permanent	
<b>Membership:</b>	The membership will include, but is not limited to: <ul style="list-style-type: none"> <li>• Dean for Institutional Effectiveness</li> <li>• All Academic Deans or their designee</li> <li>• Senior Information Officer</li> <li>• HLC Accreditation Liaison Officer</li> <li>• Chair of Institutional Outcomes and Core Curriculum committee</li> <li>• Representatives from each degree program, ideally with an understanding of and commitment to continuous improvement efforts guided by thoughtfully gathered and carefully analyzed assessment data.</li> </ul>	
<b>Appointment:</b>	Nomination and election process administered by the Collegiate Life Committee.	
<b>Term:</b>	3-year terms, renewable upon request.	
<b>Chair:</b>	Select a chair and secretary from its membership each academic year.	
<b>Meeting Frequency:</b>	The committee will meet at least once a month during the academic year.	
<b>Minutes:</b>	Distributed to the membership by the chair. The committee member responsible for taking minutes will share a copy of the minutes on the S:Drive (or other depository designated by the administration) in pdf format.	
<b>Input From:</b>	All administrative and academic departments, staff, Institutional Outcomes and Core Curriculum Committee, and College governance entities. <ul style="list-style-type: none"> <li>• Recommendation from Institutional Outcomes &amp; Core Curriculum of assessment of institutional changes.</li> </ul>	
<b>Reports To:</b>	Executive Council and Dean for Institutional Effectiveness	
<b>Committee Objectives:</b>	<b>To Act:</b>	<b>Report to:</b>
	<ol style="list-style-type: none"> <li>1. Educate the constituent academic units of the college about the significance of their ongoing participation in assessment process.</li> <li>2. Provide support and act as a resource for the college community in development of assessment plans and processes.</li> <li>3. Compile data for the annual Institutional Assessment Report.</li> <li>4. Document evidence of changes made in response to assessment data.</li> <li>5. Inform constituencies about assessment data, concerns, needs, and accomplishments.</li> <li>6. Coordinate activities pertaining to HLC and other college-wide accreditation, including: <ol style="list-style-type: none"> <li>a. Serve, with interim appointees as needed, as the team representing the College at Open Pathway events.</li> <li>b. Advise the administration on proposed Quality Initiatives for Open Pathway accreditation.</li> </ol> </li> </ol>	<p>Department Chairs</p> <p>Department Chairs and Directors</p> <p>Dean for Institutional Effectiveness</p> <p>Deans Council, Faculty Forum</p> <p>Deans Council</p>

	<ul style="list-style-type: none"> <li>c. Oversee the development of the Assurance Review.</li> <li>d. Monitor and maintain HLC accreditation information on the college web site.</li> <li>e. Maintain ongoing communication with the entire College community about Open Pathway matters.</li> </ul> <ul style="list-style-type: none"> <li>7. Contribute to the strategic planning process.</li> <li>8. Coordinate activities with Institutional Outcomes and Core Curriculum committee.</li> </ul>	<p>Faculty Forum and General Assembly</p> <p>Dean for Institutional Effectiveness</p> <p>Chair of IO&amp;CC</p>
	<b>To Recommend:</b>	<b>Recommend to:</b>
	<ul style="list-style-type: none"> <li>1. Review assessment processes and make policy recommendations as needed.</li> <li>2. Review the Plan for Institutional Effectiveness annually and revise as needed.</li> </ul>	<p>Academic Departments and Executive Council</p> <p>Dean for Institutional Effectiveness</p>
<b>Committee Procedures:</b>	<ul style="list-style-type: none"> <li>1. Meetings may take place via teleconference or other electronic means.</li> <li>2. Other procedural aspects will conform to <i>Robert's Rules of Order, Newly Revised</i>.</li> <li>3. Communicate all new proposals to College Council.</li> <li>4. Provide periodic updates on ongoing projects to College Council.</li> <li>5. Coordinate with individuals or groups that the College Council identifies as stakeholders in a given proposal and with other individuals who indicate an interest in working on the proposal.</li> <li>6. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.</li> <li>7. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College.</li> <li>8. Review charter annually.</li> <li>9. Give an annual report of its goals and accomplishments to the General Assembly.</li> </ul>	
<b>Date of Origin:</b>	<b>November 11, 2012</b>	
<b>Last Reviewed:</b>	<b>February 25, 2021</b>	
<b>Last Revised:</b>	<b>February 25, 2021</b>	
<b>Date of Origin:</b>	<b>January 28, 2021</b>	
<b>Replaces:</b>	<b>February 21, 2019</b>	
<b>Approved By:</b>	<b>College Council</b>	
<b>Effective Date:</b>	<b>April 21, 2021</b>	