



## 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>• All Deans or their designee</li> <li>• Senior Information Officer</li> <li>• HLC Accreditation Liaison Officer or designee</li> <li>• Chair of Institutional Outcomes and Core Curriculum committee</li> <li>• Representative(s) 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> Standing invite: <ul style="list-style-type: none"> <li>• President</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 in a 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:</li> </ol>	Department Chairs  Department Chairs and Directors  Associate Dean for Assessment and Accreditation  Deans Council, Faculty Forum  Deans Council

	<ul 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> </ul>	
	<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>	Faculty Forum and General Assembly
	7. Contribute to the strategic planning process.	Associate Dean for Assessment and Accreditation
	8. Coordinate activities with Institutional Outcomes and Core Curriculum committee.	Chair of IO&CC
	<b>To Recommend:</b>	<b>Recommend to:</b>
	1. Review assessment processes and make policy recommendations as needed.	Academic Departments and Executive Council
	2. Review the Plan for Institutional Effectiveness annually and revise as needed.	Deans Council
<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>November 30, 2022</b>	
<b>Last Revised:</b>	<b>November 30, 2022</b>	
<b>Date of Origin:</b>	<b>January 28, 2021</b>	
<b>Replaces:</b>	<b>February 25, 2021</b>	
<b>Approved By:</b>	<b>College Council</b>	
<b>Effective Date:</b>	<b>January 18, 2023</b>	