

**Charges September 12, 2024**

EXECUTIVE COMMITTEE CHARGES FOR 2024-2025

Tariq Arif, Chair  
Michele Culumber, Liaison

**ASSESSMENT COMMITTEE**

***The Assessment Committee shall review current assessment practices and templates using peer-reviewed assessment literature as guidance. The committee shall assume responsibility for the peer- review and feedback of biennial assessment reports and shall identify needed training in support of assessment practices in Academic Affairs.***

1. Review the recommendations of the Shared Governance task force related to the Assessment committee in September to prepare for a vote of the Faculty Senate on October 10th 2024 and share feedback with the Executive Committee to facilitate the vote.
2. Oversee peer-review and feedback of biennial assessment reports. (Ongoing)
  - a. Develop training materials and provide resources for departments/programs
  - b. Develop training materials and resources for reviewers
  - c. Continue to evaluate the biennial assessment rubric and the review process, and revise as necessary.
3. Establish a task force made up of representatives from each college's Community of Practice to: (**Ongoing**)
  - 1) help departments and programs prepare assessment reports
  - 2) communicate with each other and faculty about best practices in assessment.
4. Revise the existing biennial template, provide recommendations to make the template more meaningful, reduce redundancy, and improve clarity.