

## **Advisory Committee for Academic Assessment (ACAA)**

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**CLASSIFICATION:** University Committee

**REPORTS TO:** Jointly to Provost and Assistant Provost for Accreditation, Assessment and Learning

**CHARGE:** The purpose of the Advisory Committee for Academic Assessment is to serve the University as the primary advisory body to the Office of Academic Assessment. Members serve as liaison for assessment ideas and issues to their constituencies while fulfilling their committee responsibilities as citizens. Members may also provide leadership to university academic units as they help foster the implementation of a comprehensive academic assessment plan for the University.

**COMPOSITION:** Ten (10) faculty representatives from the colleges and schools, including Regional Campuses and University Libraries. Three faculty members at-large appointed by Faculty Senate. One representative each from Enrollment Management and Student Affairs, Information Technology, Honors College, Graduate Studies, Undergraduate Studies, Graduate Student Senate and Undergraduate Student Senate.

**QUALIFICATIONS OF FACULTY MEMBERS:** In recommending and appointing members to this committee, attention shall be given to representation that includes faculty, students, and administrators from the following units, with recognition of the primacy of faculty, who are among those most directly and extensively involved in the undergraduate and graduate academic achievement of students. At least half of the committee members shall be faculty members.

**TERM:** Members are appointed for three (3) years and consecutive appointments are permitted. In the initial years of the committee, appointments should be staggered to provide for continuity. A random process shall be used to determine one, two, and three-year terms.

**MEANS OF APPOINTMENT:** The Assistant Provost for Accreditation, Assessment and Learning will prepare a slate of nominees for appointment by the Provost upon the recommendation of the head administrator in consultation with the relevant faculty advisory body of the following units: College of Architecture and Environmental Design; College of Arts and Sciences; College of Business and Entrepreneurship; College of Communication and Information; College of Education, Health, and Human Services; College of the Arts; College of Nursing; Regional Campuses; College of Aeronautics and Engineering; College of Public Health, College of Podiatric Medicine, University Libraries. Also serving will be one (1) representative from Continuing Studies, Enrollment Management and Student Affairs, University Information Technology, Honors College, Graduate Studies, and Undergraduate Studies. Each will be appointed by the chief administrator in each unit. The one (1) representative from University Information Technology will be appointed upon the recommendation of the Vice President for Information Technology.

A minimum of three (3) faculty members representing the faculty at large are appointed by the Chair of Faculty Senate upon the recommendation of the Committee on Committees. Additional faculty members may be appointed to assure the desired faculty representation.

One (1) graduate student representative will be appointed by the Dean of Graduate Studies from recommendations submitted by the Graduate Student Senate.

The undergraduate student representative will be appointed by the Dean of Undergraduate Studies from nominations submitted by the Undergraduate Student Senate.

**ALTERNATES:** In the event that a member of the committee is unable to attend a meeting of the committee, he or she may designate an alternate from the same constituency by notifying one of the co-chairs prior to the meeting. The alternate shall have all the rights and privileges of the regular members for the designated meeting.

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**CALL:** The chair and co-chair are responsible for scheduling meetings, preparing agendas, minutes of all meetings, and other responsibilities requested by the committee. Agendas will be sent to members in advance of a meeting and minutes will be published in a timely fashion. Agendas and minutes will be published on a website, so they are available to the campus community as well as the members of the committee. They may also be communicated by electronic mail.

The committee will meet at least once each semester, but often enough to fulfill the responsibilities of the committee. Meetings can be scheduled at the call of the chair and co-chair, or at the request of four faculty members.

**CHAIR:** The Assistant Provost for Accreditation, Assessment and Learning will chair the committee. A co-chair, elected from the members, will serve a one-year term that is renewable.