

## **BYLAWS**

### **ROSEMONT COLLEGE ASSESSMENT COMMITTEE**

#### **I. Committee membership**

This committee shall consist of four permanent members:  
the Director of Strategic Planning and Assessment,  
the UC Academic Dean,  
the SGPS Dean, and  
the Director of Institutional Research.

Three more members shall fill out the committee: One UC faculty member, one SGPS faculty member or program director, and one staff member.

Both the UC and the SGPS shall decide for themselves how their representative is to be chosen. The staff member shall be appointed by the President. All non-permanent members shall serve two-year terms.

#### **II. Voting:**

Every member shall be afforded a vote on all matters that need committee decision.

#### **III. Leadership**

The chair of this committee shall be the Director of Strategic Planning and Assessment, whose responsibility it shall be to give periodic reports of the committee's work to the President.

#### **IV. Meetings**

The committee shall meet at least twice a semester, or at the call of the Chairperson.

#### **V. Purpose and Objectives**

The tasks of this committee are to include the following:

- ensure that the College maintains, updates, and collects data from the varied assessment programs across the campus
- ensure that assessment data is being used to upgrade and maintain the quality of both academic program and institutional effectiveness measures.

- help coordinate assessment efforts across disciplines and functional areas of the college
- coordinate both internal and external publication of assessment results on the web, iWay, and other venues.
- periodically assess the assessment plan for its efficacy and efficiency

VI. Responsibilities

- This committee shall be responsible for the yearly collection of assessment analyses and proposals for change from all academic programs and majors and the General Education program.
- The data shall be assembled into dossiers and kept in the Deans' offices for reference.
- The committee shall also make itself available to assist the President in his/her responsibility to monitor the Institutional Effectiveness effort. This assistance may include disseminating results publicly, evaluating procedures, and providing advice and feedback to functional areas when appropriate.

*Approved by committee vote, March 24, 2009*