

Review of Campus Committees

The Faculty Senate Committee on Campus Governance

Please complete this form, using extra space when necessary.

Upon completion, submit via e-mail, along with a complete copy of your committee Constitution & Bylaws to the Chair of the COCG.

- **NAME OF COMMITTEE:** Student Learning Assessment Council
- **COMMITTEE CHAIR:** Dr. JoLanna I. Kord – Assistant Provost
- **REQUIRED STATUS:**
 - Is your committee required by federal or state law or by some other rule, accreditation requirement, or legislation? If yes, explain briefly. **The Student Learning Assessment Council serves as an accountability and accreditation entity that facilitates, coordinates, implements, and is accountable for institution-wide assessment practices.**
- **OVERVIEW:**
 - Provide statement of the function/purpose of the committee.
Responsibilities of the Council:
Under the direction of the Assistant Provost, the Student Learning Assessment Council provides leadership for coordinating and implementing a sustainable institution-wide plan for the assessment and evaluation of student learning:
 - The council is responsible for operationalizing the assessment plan and organizing the use of data to inform improvement in student learning.
 - The assessment plan measures the extent to which Emporia State University fulfills its mission and strategic plan.
 - The assessment plan meets external accountability requirements for accreditations, State of Kansas and KBOR regulations, and Federal legislative mandates.
 - The assessment plan identifies and recognizes Emporia State University’s unique and substantial contributions to student learning.
 - The assessment plan reporting structure insures continuous systemic collection, evaluation, reporting, and use of data for improving student learning and enriching the student educational experience.
 - The assessment plan reporting structure aligns course, departmental, and college reporting of student learning as it relates to fulfillment of the strategic plan and institutional mission.
 - The assessment plan reporting structure aligns the data collection, evaluation, and reporting of student learning with external accountability requirements including the Kansas Legislature, Kansas Board of Regents, the Higher Learning Commission, and other external accountability and accrediting entities.
 - Who are your constituents? i.e., Who are you serving as a committee? **The Student Learning Assessment Council serves the interests of Emporia State University and collaboratively produces information that informs those external reporting entities verifying the integrity of the institutions operations.**
- **MEMBERSHIP:**
 - Provide a current roster of members.
Membership:
Assistant Provost for Institutional Research & Assessment – Council Chair - JoLanna Kord
Teacher’s College - Department Chairs

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| Counselor Education | Katrina Miller, Interim |
| Elementary Education, Early Childhood, & Special Education | Matt Seimears |
| Health, Physical Education & Recreation | Shawna Shane |

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| Instructional Design & Technology | Zeni Colorado |
| Psychology | Jim Persinger |
| School Leadership/Middle & Secondary | Dan Stiffler |
| Teacher Education | |
| Associate Dean | Joan Brewer |
| School of Business - Department Chair | Shawn Keough |

Liberal Arts & Sciences - Department Chairs

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| Art | Eric Conrad |
| Biological Sciences | Eric Yang |
| Communication & Theatre | Steve Catt |
| English, Modern Languages & Journalism | Kevin Rabas |
| Interdisciplinary Studies | Ellen Hansen |
| Mathematics & Economics | Brian Hollenbeck |
| Music | Allan Comstock |
| Physical Sciences | Kim Simons |
| Nursing | Linda Adams-Wendling |
| Social Sciences | Michael Smith |
| Sociology, Anthropology, & CDS | Alfredo Montalvo |

General Education - Associate Dean of LAS Rich Sleezer

Dean of Students - Student Affairs Lynn Hobson

School of Library & Information Management Jim Walther

University Libraries & Archives Cynthia Kane
Honors College – Associate Provost Gary Wyatt
Intensive English Program Roy Briggeman

- Provide a brief outline of the membership selection process, the membership composition, and the membership length of term. **The council membership is determined by position appointment and is considered a part of appointment responsibilities. Terms are unlimited and held as long as the individual retains the position title. Individuals holding department chair, director, and administrative positions are appointed for the entities listed.**
- Is this procedure a reflection of current practice? **Yes, with the exception of SLIM where the Associate Dean position wasn't filled and Dean Wooseob Jeong appointed Jim Walther responsibility for the assessment leadership role for the School of Library and Information Management.**
- Does this practice meet committee needs? **Yes.**
- Do you recommend any changes regarding committee membership? **No.**
- **FREQUENCY OF MEETINGS:**
 - How often do you meet? **Monthly (note members are individuals employed on 12-month contracts)**
 - When do you meet? **Tuesdays, 4:00 – 5:00 p.m. Specific date schedule is set at the first meeting.**
 - Does current practice reflect the needs of this committee? **Yes.**
Meeting details include:
Monthly meetings are held throughout the year; special meetings may be requested by council membership.
The council membership is large; thus additional small group meetings may be appropriately scheduled to address isolated issues.
Retreats and planning sessions will most likely occur during the summer term and/or prior to the start of the fall and spring terms.
Retreats are a foundational part of sharing knowledge and planning assessment activities and can be requested by the membership.
 - Do you recommend any changes regarding meeting frequency? **No.**

- **BUDGET:**
 - Does your committee have a budget? If yes, where does the funding come from? Also, provide an itemized list of expenditures. **No.**

- **CURRENT ACTIVITIES:**
 - Provide a brief summary of the work currently being undertaken by the committee. **The council focuses its efforts on department, program, and unit level assessment coordination and reporting. These past two years the council membership has implemented the procedures for verifying, collecting, and uploading faculty qualifications documents including vitae, syllabi, and curriculum maps into the skybox. This was for fulfilling directives given by our regional accreditor the Higher Learning Commission. The council has worked with degree program faculty to update program level and course level student learning outcomes (curriculum mapping) across all disciplines. These are two very important steps in implementing program level assessment plans where continuous improvement of the student learning experience is confirmed as well as ensuring curriculum currency across all programs. The council has adapted to the campus labs data assessment management system to electronically record assessment results, store evidence documents, and report assessment within their specific departments, programs, and operational units. The council also shares assessment expertise at meetings and will be working in small group settings this spring 2017 term to confirm program level assessment cycle plans.**

- **DOCUMENTS:**
 - Where are your constitution, bylaws, minutes, and other documents stored? Who has access to them? **The Student Learning Assessment Council Reports to:
Provost and Vice President for Academic Affairs
Minutes are published:
Office of Institutional Research & Assessment Website
Electronic Distribution of Minutes to:**
 1. **The President**
 2. **The Provost and Vice President of Academic Affairs**
 3. **The Faculty Senate Office**
 4. **All Chairs, Deans, and Directors**
 5. **The Chair of the Committee on Campus Governance**
 - Do you record any information that should be considered confidential? Should access to any of your documents (such as your minutes) be restricted? **No.**

- **CONTINUATION:**
 - Do you recommend that this committee be continued? Why or why not? **Yes, this council should be continued as it serves a vital role in confirming the institution's mission by providing the leadership, coordination, and implementation of institution-wide assessment practices and commitment to the continuous improvement of student learning.**

Be prepared to discuss the committee's accomplishments and challenges at the review meeting. A written statement regarding such does not need to be provided.

- **DATE SUBMITTED:**
January 23, 2017