



KETTERING COLLEGE COMMITTEE CHARTER

Assessment and Accreditation

Purpose:	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.	
Status:	Permanent	
Membership:	The membership will include, but is not limited to: <ul style="list-style-type: none"> • Dean for Institutional Effectiveness • All Academic Deans or their designee • Senior Information Officer • HLC Accreditation Liaison Officer • Chair of Institutional Outcomes and Core Curriculum committee • Representatives from each degree program, ideally with an understanding of and commitment to continuous improvement efforts guided by thoughtfully gathered and carefully analyzed assessment data. 	
Appointment:	Nomination and election process administered by the Collegiate Life Committee.	
Term:	3-year terms, renewable upon request.	
Chair:	Select a chair and secretary from its membership each academic year.	
Meeting Frequency:	The committee will meet at least once a month during the academic year.	
Minutes:	Distributed to the membership by the chair. The committee member responsible for taking minutes will share a copy of the minutes on the S:Drive (or other depository designated by the administration) in pdf format.	
Input From:	All administrative and academic departments, staff, Institutional Outcomes and Core Curriculum Committee, and College governance entities. <ul style="list-style-type: none"> • Recommendation from Institutional Outcomes & Core Curriculum of assessment of institutional changes. 	
Reports To:	Executive Council and Dean for Institutional Effectiveness	
Committee Objectives:	To Act:	Report to:
	<ol style="list-style-type: none"> 1. Educate the constituent academic units of the college about the significance of their ongoing participation in assessment process. 2. Provide support and act as a resource for the college community in development of assessment plans and processes. 3. Compile data for the annual Institutional Assessment Report. 4. Document evidence of changes made in response to assessment data. 5. Inform constituencies about assessment data, concerns, needs, and accomplishments. 6. Coordinate activities pertaining to HLC and other college-wide accreditation, including: <ol style="list-style-type: none"> a. Serve, with interim appointees as needed, as the team representing the College at Open Pathway events. b. Advise the administration on proposed Quality Initiatives for Open Pathway accreditation. 	<p>Department Chairs</p> <p>Department Chairs and Directors</p> <p>Dean for Institutional Effectiveness</p> <p>Deans Council, Faculty Forum</p> <p>Deans Council</p>

	<ul style="list-style-type: none"> c. Oversee the development of the Assurance Review. d. Monitor and maintain HLC accreditation information on the college web site. e. Maintain ongoing communication with the entire College community about Open Pathway matters. 	<p>Faculty Forum and General Assembly</p> <p>Dean for Institutional Effectiveness</p> <p>Chair of IO&CC</p>
	<p>7. Contribute to the strategic planning process.</p> <p>8. Coordinate activities with Institutional Outcomes and Core Curriculum committee.</p>	
	To Recommend:	Recommend to:
	<ul style="list-style-type: none"> 1. Review assessment processes and make policy recommendations as needed. 2. Review the Plan for Institutional Effectiveness annually and revise as needed. 	<p>Academic Departments and Executive Council</p> <p>Dean for Institutional Effectiveness</p>
Committee Procedures:	<ul style="list-style-type: none"> 1. Meetings may take place via teleconference or other electronic means. 2. Other procedural aspects will conform to <i>Robert's Rules of Order, Newly Revised</i>. 3. Communicate all new proposals to College Council. 4. Provide periodic updates on ongoing projects to College Council. 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. 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. 7. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College. 8. Review charter annually. 9. Give an annual report of its goals and accomplishments to the General Assembly. 	
Date of Origin:	November 11, 2012	
Last Reviewed:	February 25, 2021	
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