



ADMINISTRATIVE POLICY #39-02 (2015) University Assessment Advisory Committee Policy

Policy Title: University Assessment Advisory Committee Policy

Policy Type: Administrative Policy

Policy Number: # 39-02

Approval Date: 09/22/2015

Responsible Office: Office of Academic Effectiveness

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: University Community

POLICY STATEMENT

The University Assessment Advisory Committee (UAAC) is a standing University committee established to advise and guide Norfolk State University in its evaluation of institutional effectiveness. The University Assessment Advisory Committee provides a channel for communication, advice, support and liaison among NSU academic programs, educational support services, and administrative units.

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DEFINITIONS

There are no definitions associated with this policy.

CONTACT(S)

The Office of Academic Effectiveness (OAE) in the Division of Academic Affairs officially interprets this policy and is responsible for matters pertaining to this policy as it relates to assessment of general education outcomes. The Office of Academic Effectiveness is located in Suite 311, Nursing and General Education, Norfolk State University, 700 Park Avenue, Norfolk, Virginia 23504.

The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Effectiveness.

STAKEHOLDER(S)

There are no Stakeholders associated with this policy.

UNIVERSITY ASSESSMENT ADVISORY COMMITTEE: POLICY CONTENTS

Purpose

The purposes of the Norfolk State University Advisory Assessment Committee (UAAC) are to oversee and monitor the university-wide the institutional effectiveness and assessment processes; to ensure that processes are consistent with the University Mission and Strategic Plan as well as the State Council of Higher Education for Virginia (SCHEV) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements.

Procedures

I. UAAC Role

- A. To develop an Institutional Assessment Cycle
 1. Promote an institutional culture that values assessment, continuous quality enhancement, including evidence-based planning and decision making,
 2. Serve as a channel for input on institutional effectiveness and assessment matters from students, faculty and other members of the university community,

3. Promote institutional effectiveness and assessment training and education
4. Develop, oversee and monitor the University Unit Assessment Cycle,
5. Oversee and monitor the Core Competency Assessments and university-wide survey assessment, and
6. Serve as a resource to the administration for University strategic planning and other institutional effectiveness activities.

- B. To develop a timeline for the university assessment plan and processes;
- C. To propose a plan for administration of the university assessment plan and processes to the Provost and Vice President for Academic Affairs;
- D. To regularly review the effectiveness and workability of the university assessment plan and processes and recommend modifications as needed;
- E. To regularly review the university assessment reports and make recommendations for improvement as needed;
- F. To communicate the results of the university assessment reports to the university community.

II. Membership

- A. The UAAC is comprised of one representative from each of the five colleges/schools (faculty member), one representative from the School of Graduate Studies and Research, one representative (staff) from the five administrative areas, one representative from the Student Government Association, one representative from the Graduate Student Council, and the professional staff of the Office of Academic Effectiveness.
- B. The committee will be chaired by one of the faculty representatives elected annually by the committee members.
- C. The committee will be comprised of the following:
 1. Members will be appointed by the respective vice presidents, deans or supervisors.
 - A. Five (5) faculty members, representing each of the five colleges/schools
 - B. Four (4) representatives from the Office of Academic Effectiveness
 - C. One (1) representative from the Office of Graduate Studies
 - D. One (1) representative from the Division of Finance and Business
 - E. One (1) representative from the Office of Planning and Budget
 - F. One (1) representative from the Division of Research and Technology
 - G. One (1) representative from the Division of Student Affairs
 - H. One (1) representative from the Division of University Advancement
 2. The students will be appointed by the Student Government Association and Graduate Student Council, respectively
 - One (1) representative from the Student Government Association
 - One (1) representative from the Graduate Student Council

D. Term

1. UAAC will have a rotating membership with staggered appointments to allow for continuity.
 - a. The Academic Effectiveness professional staff will be permanent ex-officio members of the committee.

- b. Student members will serve one-year terms.
- c. The other members of the committee will serve three-year terms, with one-third of those members rotating off the committee each year.
- d. All members of the committee are eligible for re-appointment.

There is no limit on the number of reappointments

E. Meetings.

1. The Committee meets at least two (2) times within a semester.
2. There may be work assignments for members between meetings.
3. E-mailing, conference calls, and smaller group meetings will be used between full group meetings to ensure the efficient and the effective use of the committee's time when it meets face-to-face.
4. The development of recommendations that lead to effective implementation of University Assessment Policy will remain the central purpose of the committee meetings.
5. Agendas will be sent in advance of each meeting.
6. If a member misses a meeting, he or she will designate a person to substitute for him or her.
7. Decisions will be by consensus of members present.

Voting will be used at the discretion of the chair when consensus cannot be reached.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically or otherwise to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content; as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 04/30/2021
- Approval by, date, President: 09/22/2015
- Revision History: New; April 30, 2018

Supersedes: 30.014 University Policy on University Assessment Advisory Committee

RELATED DOCUMENTS

- #39-01 (2014) Institutional Effectiveness and Assessment Policy

FORMS

There are no forms associated with this policy and procedures.