



University Assessment Advisory Committee Policy

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Policy Type: Administrative Policy
Policy Number: #39-02 (2021)
Approval Date: 11/04/2021
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 institution outcomes.

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)

University Community which consists of faculty, staff and students.

UNIVERSITY ASSESSMENT ADVISORY COMMITTEE: POLICY CONTENTS PUBLICATION

Purpose

The purposes of the Norfolk State University Advisory Assessment Committee (UAAC) are to oversee and monitor the university-wide 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



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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, and
 5. 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 process 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 each administrative division (appointed by the respective deans or vice presidents), one representative from Student Government Association, one representative from Graduate Student Association, 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.
 1. Government Association and Graduate Student Council, respectively
- C. Term:
 1. UAAC will have a rotating membership with staggered appointments to allow for continuity.



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- a. The Academic Effectiveness professional staff will be permanent ex-officio members of the committee
- b. All members of the committee are eligible for re-appointment.
- c. There is no limit on the number of reappointments

D. Meetings:

1. The Committee meets at least two (2) times within a semester.
2. There may be work assignments for members between meetings.
3. Meetings (full committee and smaller groups) will be held both face to face and electronically.
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 or members present.
8. Voting will be used at the discretion of the chair when consensus cannot be reached.

EDUCATION AND COMPLIANCE

The Office of Academic Effectiveness provides training to employees on the requirements of this policy on a continuous basis through in-person and virtual meetings. Records of the training is maintained in the Office of Academic Effectiveness.

Reports regarding institutional effectiveness and assessment results are completed by the Office of Academic Effectiveness and disseminated to the University community. Failure to comply with this policy may result in the University not meeting the



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SACSCOC and SCHEV accreditation or policy requirements.

REVIEW SCHEDULE

- Next Scheduled Review: 11/04/2024
- Approval by, date: President, 09/22/2015; 11/04/2021
- Revision History: New; April 30, 2018; April 28, 2021
- Supersedes: 30.014 University Policy on University Assessment Advisory Committee

RELATED DOCUMENTS

[Administrative Policy #39-01\(2015\) – Institutional Effectiveness and Assessment Policy](#)

FORMS

There are no forms associated with this policy procedures.