



HLC Accreditation Evidence

Title: Course Assessment Sub-committee Charter

URL:

Office of Origin: Vice President of Instruction

Contact(s):

- Coordinator of Assessment

Committee Charter Barton Community College

Name of Committee

Course Assessment Sub-Committee (CAS)

Purpose

Assessment is essential to everything Barton does and should be the driver of classroom activities and topics. Barton recognizes that without robust course assessment, it is impossible to assess and document student learning. Therefore, as an essential part of Barton's vision to being a leading educational institution, recognized for being innovative and having outstanding people, programs and services, as well as part of advancing Barton's ENDS of work preparedness and providing essential skills to our students, this committee is established to help Barton realize those goals. Our goal in this committee is to support the establishment of a robust culture of course assessment across the college.

The purpose of this committee is to assist and train faculty members on establishing an assessment mindset and provide templates and support for assessment at the course level. The committee members will assist in the collection, tracking, and reporting of course assessment data as well as supporting ongoing accreditation efforts around course assessment.

Duration and Time Commitment

The committee has been commissioned as a sub-committee of the Outcomes Assessment Committee. The time commitment varies but most team members will attend a few short monthly meetings each semester and assist faculty throughout the in establishing course assessments, collecting assessment data, and utilizing that data to strongest effect.

Expected Results

- Assess current degree of course assessment activities already in place or in process.
- Establish process and infrastructure for supporting faculty in establishing course assessment in their classrooms, collecting data, and implementing changes based on that data.
- Become collection point for all course assessment activities, allowing for central repository of all course assessment data and long-term tracking of data.
- Support 'closing the circle' of assessment data by encouraging and documenting changes and adjustment made to courses by individual instructors based on their assessment activities.
- Report to OAC on a regular basis to keep it updated of course assessment activities.
- Compile annual course assessment report data and report to stakeholders.

Budget

A budget has been established for use by the VP of Instruction for Assessment activities. Accordingly, it is within the committee's purview to recommend activities that entail budget expenditures.