

**POLICIES AND PROCEDURES
OF THE
UNIVERSITY ASSESSMENT ADVISORY COMMITTEE**

PREAMBLE

Keeping the mission of the University Assessment Advisory Committee (hereafter known as UAAC), the members believe student learning assessment is necessary to ensure the continued quality and relevance of programs and services and to conform to national and regional standards for high quality educational programs as laid out by the Middle States Commission on Higher Education as well as numerous specialized accrediting bodies. The UAAC is committed to upholding the University-wide assessment measures in place to assure student learning occurs in all departments. The UAAC values a University-wide commitment to assessment incorporating more clearly defined syllabi, better grading strategies that accurately measure a student's progress, and improved teaching techniques that help each academic program determine the best strategies to reach their students. Committee members are dedicated to assuring every academic program, as a consequence of the interaction between general education and a major, will have a program level student learning assessment plan that addresses the core elements identified by the University Teaching, Learning and Assessment Center Assurance of Student Learning Initiative.

ARTICLE I: NAME

The name of this committee shall be the University Assessment Advisory Committee (UAAC, hereafter referred to as “the Committee”).

ARTICLE II: MISSION

The mission of the University Assessment Advisory Committee is to foster a culture of continual assessment of student learning and improvement for both faculty and staff units at West Chester University of Pennsylvania.

ARTICLE III: PURPOSE AND FUNCTIONS

1. The purpose of the Committee shall be to facilitate and support the development and implementation of high quality student learning assessment practices.
2. The functions of the Committee shall be the following:
 - a. To provide support for institutional Middle States accreditation.
 - b. To provide assistance in measuring the outcomes of the University’s Strategic Plan.

- c. To disseminate the results of program assessment plans to the University community.
 - d. To provide professional development opportunities for faculty and staff around student, course and program-level learning assessment.
 - e. To support assessment coordinators by providing information, and resources to support their student learning assessment practices.
 - f. To provide annual evaluation of program level assessment plans per the assurance of student learning rubric and provide support for University departments.
 - g. Celebrate milestones and recognize individuals and units for their successful approaches to assessment and the use of results.
 - h. To meet regularly to support the former endeavors.
- 3. Administrative support for arranging Committee meetings, securing rooms, and the Faculty Associate, as warranted, shall provide other logistical needs.
 - 4. All reports shall be filed in the Office of the Vice President for Academic Affairs.

ARTICLE IV: MEMBERSHIP

- 1. The terms of office for faculty representatives on the Committee shall be staggered as indicated on the attached table below.
- 2. The terms of office for elected members shall be for 3-year renewable terms.
- 3. The terms of office for all non-elected members shall be for 1-year renewable terms.
- 4. All terms of office for representatives shall commence on the first day of the academic year and terminate on the day preceding the first day of the academic year.
- 5. The term of office for the chair(s) shall commence on June 1 and terminate on May 30.

ARTICLE V: PROCEDURES

1. UAAC members shall be chosen in the following manner:
 - a. The Provost shall appoint the Faculty Associate for Teaching, Learning, and Assessment who serves as chair of the Committee.
 - b. Faculty representatives from colleges shall be by election through an APSCUF-run election from their respective college. The non-classroom faculty member shall be by election from all non-classroom WCU faculty.
 - c. The Vice President for Student Affairs shall appoint the representative from Student Affairs.
 - d. The Dean of USSS shall appoint the representative from USSS.
 - e. The Council of Chairs shall choose the Chairs' representative.
 - f. The Faculty Associate has the discretion of appointing 1-3 members as he/she deems necessary.
 - g. Dean of Undergraduate and Student Services and the Graduate Dean will appoint the undergraduate and graduate student representatives.
 - h. All appointments and renewals shall be at the discretion of the appropriate appointing body or person.
 - i. All UAAC members shall be voting members, except for the council of chairs representative, undergraduate, and graduate student representatives.

UAAC Membership Table

Represents	Number	How Chosen	Rotation Cycle
CAS	2	Election	1, 2
CBPA	2	Election	2, 3

COE	1	Election	2
CHS	1	Election	2
CVPA	1	Election	3
Ad-hoc Members	2	Appointed by the Faculty Associate	2, 3
Non-Classroom Faculty	1	Election	3
Academic Affairs Committee Chairperson	1	Faculty Associate for Teaching, Learning and Assessment	--
Student Affairs	1	Appointed by VP for Student Affairs	--
USSSS	1	Appointed by Dean of USSS	--
Council of Chairs	1	Appointed by the Chair of the Council of Chairs	--
Undergraduate Student Representative	1	Appointed by Dean of Undergraduate and Student Support Services	1
Graduate Student Representative	1	Appointed by the Graduate Dean	1

2. UAAC Meetings

- a. The Committee shall hold meetings deemed necessary by the chairperson and call a meeting at rotating meeting times in order to accommodate the schedules of membership.
- b. To remain a member in good standing, a person elected or appointed to the Committee must make a good faith effort to attend all meetings and participate in the work of the Committee. In the case where a Committee member in good standing is unavoidably prevented from attending a meeting, that person shall contact the Faculty Associate to determine if a proxy is necessary.
- c. If a member has missed or sent a proxy to more than half the meetings in one semester, in the case of an appointed member, the chair(s) may contact the person who made the appointment, or in the case of elected members, the Dean of the relevant College, to request the Committee member be replaced on the Committee for the duration of the member's term.

- d. A quorum of two-thirds (2/3) the voting members at a Committee meeting shall be necessary when a vote is taken. A valid vote requires assent by a majority of members present. On issues deemed valid for an electronic vote, an electronic vote will be implemented, requiring a quorum and majority assent.
3. The UAAC budget is understood to be issued by the Faculty Associate for Teaching Learning and Assessment.

ARTICLE VI: SUBCOMMITTEES

1. The Faculty Associate of the Committee shall propose the formation of subcommittees as necessary.
2. The Committee must approve delegation of a task to a subcommittee.
3. All recommendations of a subcommittee shall be brought to the Committee for action.

ARTICLE VII: AMENDMENTS

1. Amendments to the Policies and Procedures of the Committee shall require approval by two-thirds ($\frac{2}{3}$) of the members of the Committee and the approval of the Provost.
2. The full committee shall review the Policies and Procedures of the Committee at three-year intervals beginning 2015.

ARTICLE VIII: PUBLICLY PUBLISHED

This document will be publicly published on the TLAC Website.

ARTICLE IX: DISSOLUTION

Upon dissolution, resources still in possession of the UAAC will be returned to the TLAC.

These Bylaws were constituted on September 1, 2015.

These Bylaws were reviewed and approved on October 21, 2020.