

Attachment D – Monthly Report of the Bylaws Committee – November 16, 2017

Report from the Bylaws Committee of the Academic Senate

To: The Steering Committee
Dr. Joel Kuszai
Dr. Emily Tai
Dr. John Talbird

From: The Bylaws Committee
Susan Jacobowitz, Chair
Margaret Stroehlein, Secretary
Michael Altimari
Md. Shahadat Hossain
Richard Micieli
Sebastian Murolo

Joshua Davydov (student rep)
Jean Murley, CoC Liaison
Jeanne Galvin, Steering Committee Designee
Liza Larios, President's Liaison

Date: November 16, 2017

Re: Committee on Assessment and Institutional Effectiveness

On November 15, 2017, the Bylaws Committee approved the following request for a change to the Bylaws, and the text is being forwarded for inclusion at an upcoming meeting of the Academic Senate, for consideration by that body:

The Committee on Assessment and Institutional Effectiveness would like to change its Bylaws Charges (as per Article VII, Section 11)

FROM:

- a. ~~Receive and~~ Review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. ~~Receive and~~ Review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 - 1. The ~~receipt~~ of assessment reports from each department/unit of the college;
 - 2. Courses/college units assessed from each department;
 - 3. Summary of Assessment data gathered from assessments;
 - 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

TO:

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- a. Review and evaluate summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Review and evaluate documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The review of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review and evaluate assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

Rationale:

The Committee no longer needs to request to receive assessment reports since they are posted on the College website. Allowing for the review and evaluation of the department assessment reports enables the Committee to provide constructive feedback to departments to demonstrate that their assessment reports are complete and are following up on the action plan based on their findings.