

# Des Moines Area Community College

## Assessment Commission Charter

### Charge

The Assessment Commission serves DMACC students, faculty, staff, and administration through support of college, department, program and course-level assessments. With the goal of continuous improvement, the Assessment Commission will focus on research-based approaches to pedagogy and standardized practices for administering assessment and reporting results.

### DMACC Assessment: Guiding Principles

1. The primary purpose of assessment is to support teaching and learning.
2. Assessment is learner-centered and faculty-driven.
3. Each department and program will engage in district-wide collaboration and communication regarding assessment procedures.
4. Assessment reporting will be meaningful and consistent.
5. The assessment process will respect student and faculty privacy and will not be used for faculty evaluation or comparative judgments of departments or programs.
6. DMACC will support assessment with up-to-date technology.

### Responsibility

The Assessment Commission strives to supply institutional resources and structure for authentic, meaningful assessment at DMACC:

Specifically, the Commission will address the following:

- Course, program, and college-level assessment design
- Analysis of evidence-based initiatives and results
- Ongoing development of best practices based on current research
- Alignment of assessment with college curriculum standards and outcomes
- standardized procedures and deadlines for assessment cycles and reporting
- Use of up-to-date technology to support assessment
- Design of assessment policy, including, but not limited to, communication, faculty participation, reporting, and faculty and student privacy
- Annual DMACC assessment reporting

### Powers

The Assessment Commission is empowered to develop assessment policies, regulations, and procedures by a simple majority vote derived from a quorum of members present at regular Commission meetings. A quorum will be defined as a majority of the Commission's current membership. Final approval will be granted by the college's chief academic officer. Any recommendation vetoed by the college's chief academic officer will be returned to the

Commission with a written explanation and suggestion for amendment. Any policy, regulation, or procedure that fails to receive a simple majority approval by a quorum of the Commission's membership will be rejected unless the Commission agrees that revision and re-submission are warranted.

### **Commission Structure**

The majority of Assessment Commission members will be faculty. Any portion of the remaining membership may consist of administrators and staff. Membership will reflect a broad range of disciplines and campus and center locations. Committees appointed by the chair will address ongoing projects and priorities.

### **Terms**

Commission members will serve 2 or 3 years minimum as documented.

### **Meetings**

Monthly meetings will be conducted by the chair using Roberts Rules of Order. Minutes will be taken. Members must attend monthly meetings. Excessive absenteeism will be cause for removal from the Commission.