



Outcomes and Assessment Committee -Operating Agreement

(Sub-Committee of Program Review)

I. Student Learning Outcomes Committee Mission Statement

To promote a culture of inquiry and self-reflection, employees at Fresno City College engage in an assessment process that is central to planning efforts at the college.

II. Purpose

The purpose of the Outcomes and Assessment Committee is to oversee campus assessment activities and to promote a campus culture of self-reflective, evidence-based inquiry. The primary responsibility for developing outcomes and analysis of the assessment data lies within the individual instructional programs of the college.

III. Membership

The Committee shall be composed of elected and appointed members from faculty/staff.

a. Elected voting members:

- i. One faculty member from each instructional division elected by the faculty of the division.
- ii. One faculty member from Student Services Division

b. Appointed voting members:

- i. Coordinator, Outcomes & Assessment
- ii. Director of IRPE or designee

c. Elected members shall serve a two-year term/more if voted by the Division

IV. Duties

- a. Support faculty analysis of outcomes at course and program level.
- b. Serve as division liaisons regarding outcomes and assessment.
- c. Monitor completion of assessment reports and archive assessment results.
- d. Review reports related to Student Learning Outcomes and Assessment.
- e. The Committee may identify best practices and recommend changes in an assessment process if the Accreditation Standards change.

V. Management:

- a. The Outcomes & Assessment Coordinator will serve as chair.
- b. Recorders will be designated at the start of each semester (*only if needed*). All documents related to the business of the committee will be posted on SharePoint.
- c. The committee meets monthly, and the outcomes assessment coordinator will call the first meeting per semester.

VI. Attendance:

- a. It is the responsibility of each member to notify the SLO Coordinator when they will not be able to attend a scheduled meeting.
 - i. If a member has three absences in one semester, the coordinator will notify that member and their Dean about the absences. The coordinator will submit a request for a replacement to the Program Review Committee and/or supervisor when a member exceeds three absences in one semester.

VII. Decision Making:

- a. The committee will make decisions based on a majority vote of all members present
- b. Quorum will be 50% of the active membership
- c. Proxy attendance and proxy voting are allowed. Proxies will identify themselves to the Outcomes and Assessment Coordinator and will be announced at the opening of the meeting. Sending a proxy does not negate an absence.

VIII. Review of Operating Agreement

- a. The committee will review the Operating Agreement once every two years prior to the end of the academic year on the odd year.

IX. Process for Proposed Changes:

Proposed changes to the operating agreement shall be made evident by the use of track changes in the document. Proposed changes to the operating agreement will be submitted to Outcomes and Assessment Committee for approval. If a full review is not deemed necessary, the committee is free to adopt changes. If a full review is deemed necessary by any of the Sub-Committee, then the proposed changes will be sent to the Program Review Committee for the approval process.

X. Report to Program Review Committee

- a.* Outcomes and Assessment Committee shall provide Program Review Committee with a final report prior to the last PRC meeting in March.
- b.* Outcomes and Assessment Committee shall provide Program Review Committee with updates as requested.