



## **Assessment Facilitation Steering Committee (AFSC)**

### **Charter**

#### **MISSION**

The Assessment Facilitation Steering Committee (AFSC) is a university standing committee that is led by faculty and charged with advising the Provost on matters related to university assessment processes related to student learning outcomes for general education (GELOs), undergraduate (ULO) and graduate degree programs, and minor and certificate programs. The AFSC will *not* oversee accreditation activities for academic units subject to external accreditation; its role in such activities will be supportive in nature.

#### **AUTHORITY AND RESPONSIBILITIES**

##### ***Assessment Policy***

The AFSC is responsible for the review of and recommendation to the Provost on mechanisms employed by the university to assure compliance with Northwest Commission on Colleges and Universities standards on assessment of student learning outcomes or other similar requirements set forth by the Higher Education Coordinating Commission or the WOU Board of Trustees.

##### ***Assessment Procedures***

The AFSC is responsible for advising, reviewing, and recommending actions to the Provost on specific strategies to ensure the valid assessment of student learning outcomes and effective use of data for the continuous improvement of academic programs.

##### ***Assessment Outreach***

The AFSC is responsible for recommending potential supporting opportunities for faculty and staff in the areas of capacity building and curriculum assessment.

##### ***Coordination***

The AFSC is a critical oversight committee whose work will link closely with Faculty Senate curricular and academic standards review, with academic units in the colleges, and with the University Advisory Council – the over-arching advisory council that ensures university mission fulfillment.

## **ORGANIZATION**

### ***Membership***

The AFSC will consist of the academic deans, director of the Center for Academic Innovation, director of Service Learning and Career Development, a representative from the Office of Institutional Research, and up to six assessment liaisons drawn from interested faculty and endorsed by the Faculty Senate. The chair of the AFSC will be a faculty member recommended by the committee membership and affirmed by the Provost; a vice-chair will be selected by the committee. Efforts will be made to balance representation across colleges and academic divisions (including Library & Media Services) and to draw upon unique assessment strengths of the faculty membership.

### ***Meetings***

The AFSC will meet at least six times each academic year and may have summer meetings. A quorum is not required for the committee to meet and engage in official work.

### ***Agenda, Minutes, and Reports***

The chair, in collaboration with the vice-chair, is responsible for establishing the agendas for meetings. Minutes for all meetings shall be drafted by a member of the committee and submitted to the Provost and to the Faculty Senate president.

Reports will be submitted to the Provost and made available to Faculty Senate as an informational item.

### ***Staff Designee***

The director of the Center for Academic Innovation is designated as support staff for this committee.

### ***Review of Charter***

This charter shall be reviewed and reassessed by the AFSC at least annually, and proposed changes shall be submitted to the Provost for approval.

### ***Document History***

First draft, June 18, 2015 (Girod, Monahan, Scheck)

Second draft, June 24, 2015 (Baumgartner, Burton, Disney, Schmidt, Scheck)