Assessment and Curriculum Standards Committee (ACSC) Charter

Mission
The mission of the Assessment and Curriculum Standards Committee is to support UCC faculty in academic assessment and curriculum review and change. The committee will assist in the development, review, and approval of forms and procedures and coordinate peer assistance and review in the preparation of materials in these areas. The committee's objectives are to reduce faculty workload where possible, improve efficiency and communication, and ensure that applicable accreditation standards are met.

Outcomes

1. Draft and recommend policies and procedures to AC that guide curriculum development and academic assessment.

2. Develop, review, and recommend forms and procedures to AC for course and curriculum changes.

3. Assist in developing and review and approve course and curriculum change packages before they are advanced to AC, in order to promote efficient change and alignment with accreditation standards.

4. Draft and recommend universal learner outcomes and associated assessment tools to AC for adoption.

5. Assist the Office of Institutional Effectiveness in reviewing and developing assessment forms and procedures to meet accreditation standards.

6. Provide peer coaching and review for all phases of academic assessment.

Vision
The ACSC envisions a streamlined assessment and curricular review/change process that supports faculty and staff, while meeting current accreditation standards.

Purpose:

The Assessment and Curriculum Standards Committee (ACSC) will report to Academic Council (AC). ACSC has a variety of roles that center around these broad functions:

Guidance: Work with faculty to provide academic curricular support, i.e., answer curricular questions that help to move curricular packages to AC, reviewing body of official course outlines. The committee will provide peer reviews of the assessment processes and outcomes.

Approval: All curricular paperwork will be reviewed and approved by the ACSC before it can advance to AC. The ACSC will review for recommendation to AC all new proposals, suspensions/deletions, and revisions to credit curriculum (courses as well as academic programs which are defined as any institutionally established combination of courses and/or requirements leading to a degree or certificate).

Acting in this capacity, the Assessment and Curriculum Standards Committee members will vote to either

- Return the package to the faculty for additional work or corrections,
- Approve the package for the AC consent agenda,
- Approve the package for the AC regular agenda, or
- Table the movement of the package so that the committee can give further consideration to it.

AC will maintain the capacity and right to approve, disapprove, or table curricular changes and initiatives.

Policy and Procedures: The committee will draft and recommend to AC policies and procedures that members of the Assessment and Curriculum Standards Committee deem necessary to functioning of curricular processes and procedures.

Scope of Work and Areas of Key Decision-Making:
Among the regular duties performed by members of the Assessment Curriculum Standards Committee are the following:

Approve advancement of faculty-initiated curricular work to AC. This includes additions, suspensions, and modifications to all credit courses and academic programs which include, but are not limited to:

- Student learning outcomes
- Assessment of student learning outcomes
- Credits and load units
- Contact hours
- Course and program titles and descriptions
- Pre-requisites and sequencing
- Course and program mapping
- General education and related instruction
- Discipline studies
- State definitions of degrees and certificates.
- Work in a consultative role with campus Director of Institutional Effectiveness as well as Academic Assessment Coordinator to ensure that UCC curriculum adheres to College, State, and NWCCU (accreditation) standards and policies.
- Assist and support faculty in development and improvement of curriculum.
- Draft policies and procedures which impact academic processes.
- Consider effects of curricular and/or programmatic proposals and revisions on other departments/programs, institutions, and students. Other departments and/or programs may include, but are not limited to:
- Impacts to and from prerequisite courses
- Transfer focus areas
- CTE programs
- Admissions and Records

- Financial Aid
- College now (dual credit)
- Articulation agreements

Work in a consultative role with campus Director of Institutional Effectiveness as well as Academic Assessment Coordinator to ensure that UCC curriculum aligns with mission of the College, which includes assessment of:

- Courses
- Programs (including AAOT)
- Institutional or Core Themes (Learning, Access, and Enrichment)

Membership:

Membership shall consist of the following positions and will be appointed by the chair of Academic Council and the VP of Academic Services. Tenured faculty should have experience in program assessment, course assessment, program and course development, academic policies and procedures, and working productively within a team.

Faculty Chair (required to sit on AC to present outcomes of this committee and will be one of the voting faculty) and at minimum the following members:

2 CTE tenured faculty	Voting Rights
2 A&S tenured faculty	Voting Rights
1 At-large faculty	Voting Rights
Academic Assessment Coordinator	Permanent Position
Director of Institutional Effectiveness	Permanent Position

Term: For the first cycle 1 CTE and 1 A&S will have a 3-year commitment and the other in each of those areas will be on a 2-year commitment along with the 1 At-large faculty. This is to help provide this committee with experienced members moving forward.

Officers (one-year term – can be re-elected for one additional year):
Selected from and by vote of the ACSC membership:
Faculty Chair

Note Taker
The note taker will be a classified staff member appointed by the Provost and will be a non-voting member. The note taker will be responsible for taking the minutes, distributing the minutes for feedback, and implementing changes when appropriate. The note taker or the chair will upload meeting notes to the UCC intranet and Canvas shell.

Communication/Meetings/Voting:
Meetings will be scheduled to accommodate members' schedules and the work that needs to be accomplished.

Meetings will follow Robert's Rule of Order as necessary to make decisions at times when there may be varying viewpoints. A 2/3 majority vote will be required of those present.

Meetings will be led by the Chair. The Chair will appoint another member to lead the meeting if they are unable to attend.

The Chair will distribute the agenda and written supporting documentation to all ACSC members by email prior to the meeting.

The agenda will clearly define those items being presented as informational and those items which will require a vote.

The note taker, or officer, will post the ACSC meeting notes to the UCC intranet and the Canvas shell in a timely manner.

Modified: January 14, 2022