

Langston University Assessment Committee (LUAC)

Composition and Charge

MEMBERSHIP

Members are appointed by the Vice President for Academic Affairs and comprise members representing each school and selective administrative units. An appointed faculty member will Chair the Assessment Committee in collaboration with the Academic Affairs Liaison.

Chair, faculty member appointed by the Vice President of Academic Affairs

Academic Affairs Liaison, Associate Vice President for Assessment and Accreditation

Committee Members: Comprises of faculty and staff representation

Faculty representation from each of the following Schools:

School of Agriculture and Applied Sciences
School of Arts and Sciences
School of Business
School of Education and Behavioral Sciences
School of Nursing and Health Professions
School of Physical Therapy

Staff representation:

Dean of Students
University Libraries
Athletics
Office of Student Success
Office of Sponsored Programs

COMMITTEE CHARGE

To provide leadership in establishing and maintaining a culture of assessment for Langston University in alignment with standards set by the Higher Learning Commission.

ROLES AND RESPONSIBILITIES

- Review and update institutional assessment plan at least annually.
- Educate & train faculty and staff about institutional assessment process and/or updates at least annually.
- Provide leadership in developing and implementation campus-wide institutional assessment strategies.
- Establish and monitor institutional annual assessment cycle at least annually.
- Assist each school with use of surveys/questionnaires as institutional assessment instruments.
- Verify that assessment results have been used for programmatic or service improvements ("closing the loop") by each school.
- Evaluate institutional assessment practices at least annually.
- Make recommendations to faculty and the administration (staff, Vice President for Academic Affairs, and President) for improving institutional teaching and learning, and modifications if needed and re-assessment of current assessment plan/strategies to strengthen the assessment of teaching and learning processes.

Specific Roles and Responsibilities of LUAC Members

- Attend all regularly scheduled monthly LUAC and other related assessment meetings.
- Support LUAC in the execution of its charge, purpose, and responsibilities.
- Serve as liaison between LUAC and the school/administrative unit.
- Review submitted assessment reports and plans submitted by academic programs/educational support services and recommending revisions as appropriate.
- Review the Annual Assessment report prior to submission to the Oklahoma State Regents for Higher Education.

Specific Roles and Responsibilities of LUAC Chair

- Schedule and lead all LUAC meetings.
- Create meeting agendas for each Standing Committee meeting.
- Create meeting minutes with assistance from the designated recorder for each Standing Committee meeting.
- Email the meeting agendas and minutes to the Academic Affairs liaison for review and approval.

- Prior to each Standing Committee meeting, the Chair will upload the meeting agenda and minutes to LUs official Learning Management System for documentation purposes.
- Ensure information updates on LUs official Learning Management System for documentation purposes.
- Review minutes at each Standing Committee meeting.
- Act as liaison between Langston University administration and the committee.
- Ensure all needed reports and communications are disseminated to Langston University administration.

COMMITTEE APPOINTMENTS AND TERMS

Chair

A faculty member appointed by the Vice President of Academic Affairs for a three-year term starting in the fall semester of each academic year. A letter will be issued to confirm the appointment. There is no limit on the number of terms served.

Committee Members

Assessment Committee members appointed by the Vice President of Academic Affairs to serve a two-year term starting in the fall semester of each academic year. Members from the same school or administrative unit will serve staggered terms. Members will receive a letter confirming their appointment. There is no limit on the number of terms served.

ATTENDANCE

- Attendance shall be taken at each meeting and recorded in the minutes.
- Members may miss no more than two meetings during an academic year. If members are unable to attend a meeting, another representative must be selected to attend the meeting in their absence.
- If a committee member does not attend committee meetings or is not an active participant, the chair should speak privately with the individual to determine if there are scheduling conflicts or other matters that are preventing attendance or participation. If there are scheduling conflicts, dialogue should take place between the chair and committee member to determine if these issues can be resolved. If not, further dialog should take place between the member and Vice President for Academic Affairs.
- Should a committee member want to resign, or be asked to step down, another appropriate representative will be selected.

- Resignation letter submitted as a hard copy document or via email should be addressed to the Vice President of Academic Affairs and should be signed by the member, member's Chair, and Dean of the School or copied on the email to ensure all parties are aware of the resignation. These resignation letters will be used as a part of their service to the University.
- A meeting quorum is defined as the presence of at least 51% of total members. If a quorum is not met, the meeting may be held but voting will be deferred to the next meeting date.

Revised by Assessment Committee: 11-17-2020

Voted by Assessment Committee: 11-20-2020 (via Office 365 Forms)

Adopted by Assessment Committee Date: _____ 11-20-2020 _____

Approved by Faculty/Senate Date: _____ 12-3-2020 _____