

Assessment Committee – Charter

Baptist Bible College

Purpose

The purpose of the Assessment Committee is to provide oversight, identify needs, develop recommendations and policies regarding institution-wide assessment to improve student learning.

Role and Responsibilities

The BBC Assessment Committee is responsible for guiding the process of academic assessment across the campus in an effort to enhance student learning and facilitate the continuous improvement of academic programs. It serves as a resource to academic and non-academic departments, individual faculty and staff, academic programs, and committees for the purpose of strengthening the assessment of student outcomes and program evaluation.

Specific Responsibilities

- Review and develop assessment tools;
- Ensure that the college collects and uses data from surveys and evaluations to promote continuous improvement of academic and non-academic programs;
- Propose recommendations facilitating ongoing assessment practices which enhance institutional effectiveness and co-curricular activities;
- Serve as a resource to academic and non-academic departments, individual faculty and staff, academic programs, and committees for the purpose of assessing student learning outcomes and program effectiveness;
- Provide support for academic and non-academic departments regarding outcomes assessment;
- Remain current and knowledgeable about the latest assessment tools, practices, and guidelines.

Membership

Members of the Assessment Committee are appointed by the Academic Dean and shall include, at least, one member from each division of study. Members serve on a year-by-year basis. The Chair of the committee is elected by the committee and all voting members are full-time employees. From time to time, the committee may invite resource personnel to support the work of the committee.

Meetings

Meetings are conducted on a monthly basis during the academic year.

Annual Committee Goals

In addition to its ongoing responsibilities, annually, the Committee may consider whether there is a particular goal or focus area on which it should concentrate its work in the forthcoming year.

Reports

Attached to this Charter is a list and schedule of reports the Assessment Committee reviews on a regular basis. (See the Assessment Calendar)