

BYLAWS of the COMMITTEE ON ASSESSMENT OF STUDENT LEARNING
Approved by Mercy College Senate on Friday, March 16, 2018

ARTICLE I: Name

The name of this Committee shall be known as Committee on Assessment of Student Learning, hereinafter referred to as “CASL” or simply, the “Committee”. This committee shall serve as a standing committee of the Faculty Senate

ARTICLE II: Purpose

This committee will function as a standing faculty committee to make recommendations regarding assessment of student learning in compliance with best practices in higher education, program accreditation requirements, and compliance with standards established by the Middle States Commission on Higher Education. To fulfill this purpose, the committee shall perform the following functions:

- Review development, and make recommendations for improvement, of college-wide student learning assessment policies and process;
- Identify necessary resources and make resource allocation recommendations;
- Support program assessment with a variety of best practice models found through research including evaluation and recommendations regarding assessment tools;
- Make recommendations based on data gathering and analysis and
- Ensure that assessment results are disseminated to all relevant academic affairs staff, necessary committees, such as Economic and Fiscal Affairs, Strategic Planning, Faculty Senate, and the Board Committee on Academic and Student Affairs.

ARTICLE III: Members

§1: Composition of the Committee

The Committee shall have 18 members in total including:

- Assessment Coordinators of each School and General Education (6 members),
- Director of General Education Curriculum,
- Appointed Faculty from each School (5 members)
- 1 member from the division of Libraries, Academic Technology and Online Learning.
- 5 administrative staff members whose jobs relate to the assessment function will be appointed by the provost including a representative of the provost. They are ex-officio with voting rights.

§2: Eligibility for Membership

Assessment Coordinators for each School are appointed by the School and serve on the Committee. Faculty members must be a full-time core faculty, and are selected by each school.

§3: Membership Terms

Faculty membership will be limited to a maximum of 6 years or 2, 3-year terms. This does not apply if the faculty member is the Assessment Coordinator for the School.

§4: Removal of Members

A faculty member of the committee who fails to attend 3 meetings or more during an academic year may be removed from the committee by a two-thirds (67%) vote of the committee.

ARTICLE IV: Officers

§1: The Committee shall have the following officers:

- Chairperson
- Secretary.

§2 : Election of Officers

At its first fall meeting annually, the members shall elect a chairperson and a secretary. Report of the elections shall be made to the Senate by the Senate member of the Committee. In the event that no member of the committee is currently serving as a member of the Faculty Senate, the Senate may appoint one of its members to serve as a non-voting liaison to the committee.

§3 : Duties of the Chair

The chairperson shall be the presiding officer and shall administer all business of the committee as provided for by the Bylaws.

§4: Duties of the Secretary

The secretary shall record and transmit minutes of all committee meetings and assist the chairperson with correspondence of the committee as requested.

§5: Vacancies

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until an election can be held.

ARTICLE V: Meetings

§1: Regular Meetings

The Committee shall meet as necessary to conduct the business of the committee. A minimum of two meetings shall be held during each semester. The committee may meet more often depending on the needs to meet its charge.

§2: Quorum

One officer and nine additional members shall constitute a quorum. The provost representative shall not be counted in the quorum requirements.

§3: Special meetings, as needed:

In order to allow the committee to conduct additional business outside of the its regular meetings, the committee most agree that the required agenda item substantiates a special meeting.

§4: Order of Business

There shall be an agenda for each meeting provided to members, at least one week in advance of the meeting, whenever possible.

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where there is no significant agenda.

§6: Other Meeting Modalities

Members may participate in person or via other modes as agreed upon by the Committee.

§7: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any committee member. The Secretary is responsible for archiving the minutes.

§8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings must be approved by vote of the committee.

ARTICLE VI: Subcommittees

Special ad hoc sub-committees (including members of this committee only) may be appointed by this committee for some special work or purpose. The special ad hoc sub-committee expires with the completion of the charge from the committee and the presentation of its report to this committee.

ARTICLE VII: Parliamentary Authority

In questions of parliamentary procedure, the committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the *Constitution for Faculty Participation in the Governance of Mercy College*.

Article VIII: Reports

The committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the committee must be reported to the Senate, and the committee shall submit an annual report of committee business to the Senate.

Article IX: Transfer of Records

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the committee including, but not limited to: bylaws, minutes, and standing rules & procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the committee's records to the Secretary of the Faculty Senate. All bylaws, minutes and standing rules & procedures are to be uploaded on the network drive for College Committees.

Article X: Amendment of Bylaws

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.