

COLLEGE COMMITTEE ON INSTITUTIONAL EFFECTIVENESS BYLAWS

ARTICLE I: NAME

This committee shall be known as the College Committee on Institutional Effectiveness, hereinafter referred to as “the Committee.”

ARTICLE II: PURPOSE

The purpose of this committee shall be to encourage collaboration among faculty, staff and administrators to promote a sustainable culture of institutional planning and assessment based on best practices and in compliance with standards established by the Middle States Commission on Higher Education. The Institutional Effectiveness Committee will manage the details and mechanics of unit assessment and planning, and will coordinate with the Committee on Assessment of Student Learning (CASL) to integrate the assessment of student learning into the planning process.

ARTICLE III: FUNCTION

The Committee is charged with the following functions:

- Develop and facilitate the annual unit planning and assessment cycle and assess need for development of five-year unit review for administrative units
- Review and recommend college-wide institutional assessment policies and processes, including those related to data collection
- Support unit assessment by serving as a college-wide resource for effective practices in assessment, data analysis, and evaluation
- Identify and share best practices and new research in assessment of co-curricular learning and institutional effectiveness
- Monitor and assess the Institutional Assessment process and resources and recommend changes to promote its effectiveness and sustainability
- Review and facilitate coordination of college-wide processes associated with planning and resource allocation
- Ensure that processes are in place for dissemination of assessment results, implications, and action plans to all relevant faculty, staff, administrators and necessary committees and bodies such as Economic and Fiscal Matters, Strategic Planning, Faculty Senate, and the President’s Cabinet

ARTICLE IV: MEMBERSHIP

Section 1. Permanent Membership.

The Committee shall have twenty-six voting members, including: the associate dean of each school; the Director of the Library; the chair of each of the following committees: UCC, GCC, Economic & Fiscal Matters, Strategic Planning, and CASL; one representative of the Staff Officers; one representative of the faculty senate; one representative each from Institutional Assessment, Educational Assessment, Institutional Research & Planning, Provost’s Office, Student Affairs, Academic Student Success, Advancement, Finance, Human Resources, Information Technology; and up to two subject matter experts.

Section 2. Appointment of Members.

Faculty members of the Committee shall be appointed by the Committee on Committees of the Faculty Senate. Administrative members of the Committee shall be appointed by the President.

Section 3. Term Length and Term Limits for Members.

Ex-officio members will remain on the Committee for the duration they serve in their given role.

ARTICLE V: OFFICERS

Section 1. Officers and Duties.

The Committee shall have one Chairperson (“the Chair”) who shall preside at meetings, unless another is designated in their absence. The Committee shall have one Secretary who shall record minutes of the meetings, ensure minutes are made available to faculty and staff, and store minutes and documents for the Committee in an archive.

Section 2. Selection of Officers.

The Chair shall be appointed by the President. The Committee shall elect the Secretary from among the membership at its last meeting in the spring academic term. The Secretary shall be elected for a two-year term and may stand for reelection.

ARTICLE VI: MEETINGS

The Committee shall meet at least twice per fall and spring term. Further meetings necessary to conduct Committee business may be called by the Chair. The Chair is responsible for preparation of meetings.

ARTICLE VII: QUORUM

A quorum consists of fifty percent plus one members of the Committee. In the absence of a quorum, proposals may be presented and discussed, but no votes may be taken.

ARTICLE VIII: VOTING

All items of business and recommendations shall be decided by a majority vote of members present and voting; proxy votes are not permitted.

In the event that there shall be no formal meeting, and that business to be transacted shall be done through mail or email, it shall be necessary that a two-thirds vote of the membership be returned to the Chair before any decision can be considered. A majority decision from within the returned statements shall be considered to be the Committee’s decision.

ARTICLE IX: SUBCOMMITTEES

The Committee shall establish whatever subcommittees it deems useful or necessary for carrying out its functions.

ARTICLE X: ANNUAL REPORT

An Annual Report summarizing the activities and actions of the Committee shall be submitted to the President at the end of the academic year.

ARTICLE XI: AMEMDMENTS

These bylaws may be amended at any meeting of this Committee.

Notice of the proposed amendment, together with the text of the proposed amendment, shall be mailed to the membership by the Secretary at least five days before the meeting at which the amendment will be voted on. The affirmative vote of two-thirds of the members present and voting at such meeting shall be required for the adoption of any amendment.

Upon the consideration of any proposed amendments, amendments thereto may be offered and voted upon at the meeting.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order shall govern the deliberations of the Committee in all cases, as applicable.

Established April 14, 2015