Academic Assessment & Learning Committee

BYLAWS

The Stella and Charles Guttman Community College Governance Plan, hereafter “Governance Plan”, defines the Council as “the governing body of the College and, subject to the authority of the Bylaws of the CUNY Board of Trustees. All Standing Committee meetings shall be conducted in conformance with Robert’s Rules of Order, Latest Edition, except as otherwise required by law or CUNY Bylaws. The bylaws for the Standing Committees of the College Council of Stella and Charles Guttman Community College, hereafter “Guttman”, shall conform to the requirements of the Open Meetings Law of the State of New York (Public Officers Law, Article 7) governing public institutions. The Council and its Standing Committees shall be organized to serve Guttman Community College of the City University of New York, and its policies, practices, and resolutions shall be interpreted to only apply to this College. The bylaws for the College Council will apply to all meetings, recommendations, and resolutions determined by the body.

I. Powers and Function

The Academic Assessment and Learning Committee shall:

a. Recommend procedures for institutional student learning outcomes assessment, including student achievement of Guttman Learning Outcomes (GLOs), competencies and program quality.

b. Support periodic program review (PPR) activities, including assessment of student achievement of program learning outcomes (PLOs) and overall program quality.

c. Evaluate assessment results and report out institutional performance. The Committee shall not evaluate individual faculty or staff.

d. Based on assessment, identify and recommend professional development venues for faculty and staff, including distributing teaching, learning and other professional development resources and identifying grant and funding opportunities.

e. Organize and implement the agenda for college-wide assessment activities.

f. Work with the Center for College Effectiveness to provide support for student learning outcomes assessment.

II. Membership

The membership of the Committee shall be organized as described by the Governance Plan. The composition of the membership shall not be altered unless through formal amendment and approval of the Governance Plan.

a. Attendance: Attendance at Committee meetings is mandatory for those elected to serve on the Committee. Attendance via conference call or video conference are acceptable alternatives when attending in person is not possible. Members are expected to notify the Chair of the Committee at least two (2) days prior to the scheduled meeting if they are to be absent.

b. Membership Action: The Committee may, by a majority vote at a regular meeting, reprimand or remove an elected member for failing to abide by membership requirements, including by having
more than two unexcused absences or for other sufficient cause. The member may choose to respond to the proposed action prior to the scheduled vote.

III. Elections

a. Vacancies of Officers: Officer positions that become vacant during an academic year shall be filled by special elections within thirty (30) days, with terms beginning immediately upon the result of a successful election. Terms for such elections will conclude at the conclusion of the June elections of new committee chairs.

IV. Duties of Officers and Executive Committee

a. Chair: The Chair shall preside over all Committee meetings, shall call each meeting to order, and shall adjourn each meeting. As moderator of Committee meetings, the Chair shall be responsible for adhering to the requirements of Open Meetings Law of the State of New York and Robert’s Rules of Order, latest edition. The Chair shall serve as a member of the Committee’s Executive Committee. The Chair shall also serve as a non-voting member of the College Council, unless otherwise elected to the Council. The Chair shall serve for one (1) term and shall not be elected for more than three (3) consecutive terms.

b. Vice Chair: The Vice Chair shall assume all duties of the Chair in the Chair’s absence or incapacity. The Vice Chair shall serve as a member of the Committee’s Executive Committee. The Vice Chair shall serve for one (1) term and shall not be elected for more than three (3) consecutive terms.

c. Secretary: The Secretary shall maintain and publish minutes of Committee meetings and, in coordination with the Secretary of the College Council, shall communicate and maintain an archive of Committee agendas, minutes, and other relevant materials. The Secretary shall serve as a member of the Committee’s Executive Committee. The Secretary shall serve for one (1) term and shall not be elected for more than three (3) consecutive terms.

d. Executive Committee: The Executive Committee shall consist of the Chair, Vice Chair, Secretary and the OAA administrator responsible for Assessment. The Executive Committee shall prepare and circulate agendas for Committee meetings and the College’s Assessment Days.

V. Meetings

a. Quorum: As per the Governance Plan (IV. 2), a majority of the voting members of the Committee must be present to constitute a quorum. The presence of a quorum is required for passage of measures within the Committee’s authority.

b. Schedule of Meetings: The Committee shall meet at least twice per semester as per the Governance Plan at dates and times determined by the Chair.

c. Agenda: The Executive Committee shall prepare the agenda for Committee meetings. The Chair shall distribute the Agenda to the Committee and college community at least one (1) week prior to each meeting.

d. Meeting Protocol: The Chair shall adjourn the meeting upon majority vote at the time listed on the agenda or before if all agenda items have been addressed. The Chair shall call the meeting to order and adjourn the meeting. The Chair shall be responsible for adhering to the meeting’s
scheduled time and shall be responsible for moderating the meeting according to Robert’s Rules of Order, latest edition. The Chair shall ensure that all resolutions are recorded in the minutes and forwarded to the College Council for vote within one (1) week of the committee meeting.

c. Minutes: The Secretary shall take minutes at each committee meeting. Minutes shall be forwarded to the Chair of the Committee within two (2) weeks of approval. The Chair shall forward the Minutes to the Committee for approval at the next meeting. Minutes shall include a record of attendance.

d. Resolutions: All resolutions must be voted on by the College Council. Committees of the College Council are responsible only for drafting resolutions and providing the requisite materials needed for a vote by the College Council.

VI. Guttman Learning Outcomes Assessment Subcommittee/Team

A subcommittee of the Committee coordinates assessment of each Guttman Learning Outcome (GLO). Each subcommittee is co-chaired by two elected members of the Committee and includes additional members from among the faculty and student engagement staff. The GLO subcommittees provide input into assessment activities, analyze evidence, recommend curricular and pedagogical improvements, and coordinate professional development activities related to assessment, curriculum, and pedagogy as stated in the assessment plan.

VII. Ad Hoc Committees

The Committee may establish and abolish ad hoc committees as needed to advance the powers and function of the Committee.