

## **University Assessment Committee Roles and Responsibilities - 2024**

### **Purpose**

The purpose of the University Assessment Committee (UAC) is to assist in the assessment processes of academic programs, general education curriculum, and administrative areas, including assessment guidance, planning, implementation, reporting, and the continuous enrichment of a culture of assessment in FIU.

### **Structure**

The UAC represents one entity with three subcommittees:

1. Academic Assessment Subcommittee: Comprises assessment leaders representing each college/school within the university. Members are selected by the Dean's Office in each college/school.
2. General Education Assessment Subcommittee: Comprises representatives from the Faculty Senate and assessment leaders from academic departments housing courses included in the University Core Curriculum (UCC). Each category in the UCC will have representation within the subcommittee. Members are selected by the faculty senate and/or the Dean's Office within represented colleges/schools.
3. Administrative Assessment Subcommittee: Comprises assessment leaders from administrative areas that support student learning and/or the infrastructure of the university. Members are selected by the appropriate division leader within each area.

Representatives from the Office of Academic Planning and Accountability (APA) chair the committee/subcommittees, initiate meetings, and deliver professional development opportunities for committee members and their stakeholders.

### **Member Roles and Responsibilities**

1. Commit to serve a 2-year term in the UAC as representatives for their college, school, or unit(s). Appointments are made by the appropriate Dean (or designee) or Vice President (or designee).
2. Attend all assessment committee meetings scheduled throughout the 12-month calendar:
  - 2 annual meetings for each subcommittee of the UAC yearly (Fall and Summer terms)
  - 1 annual meeting for the entire UAC per academic (Spring term)
3. Participate in at least one assessment professional development event each academic year through the Office of Academic Planning and Accountability.
4. Lead and organize the assessment process within designated area(s).
5. Support faculty/staff in completing quality assessment reports within designated area(s) and monitor submission rates to meet established deadlines.
6. Collaborate with committee members, academic, and administrative units in the development strategies to ensure compliance with institutional assessment policies and work collaboratively with the Office of Academic Planning and Accountability to build effective unit-specific assessment processes within their academic and/or administrative area(s).
7. Share assessment practices and data with committee members, APA, unit staff, and other relevant stakeholders aiming to foster the exchange of ideas and the dissemination of best

practices between colleges, schools, and departments, and serving as exemplars for applied contexts.

8. Connect assessment practices to strategic plan, annual review, specialized accreditation, and other regulatory or quality assurance processes.