

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON GENERAL EDUCATION ASSESSMENT</b>
<b>EFFECTIVE DATE:</b>	<b>April 20, 1999*</b> <i>(*Title Updates 6/7/12; 2/24/05)</i>
<b>CANCELLATION:</b>	AA-1620.4 (6/11/96)
<b>CATEGORY:</b>	Academic Affairs (AA)

**CHARTER**

**FUNCTION**

The Committee on General Education Assessment will provide leadership and coordination of assessment efforts to measure the effectiveness of General Education at the College. The Committee will:

1. Identify programs that will be used to assess whether General Education goals are being met;
2. Work with representatives from each degree program to design assessment measures;
3. Establish procedures to be followed in performing the assessment in all programs;
4. Assign responsibility for implementation of measures;
5. Establish time-lines for the process, and deadlines for reports; and
6. Coordinate all general education assessment efforts with the assistance of the Council on Planning and Assessment.

**MEMBERSHIP**

The Committee on General Education Assessment will be appointed by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs. The Division Deans, the Executive Director of Curriculum, Assessment, and Program Development, and the Executive Director of Research and Planning will serve as *ex-officio* members. The Chair of the Committee on General Education Assessment will serve on the [Coordinating Council on Institutional Effectiveness](#).

## **TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Vice Chancellor for Academic Affairs appoints the Chair.

## **MEETINGS**

The Vice Chancellor for Academic Affairs directs the Chair to call the first meeting within one month of appointment of the Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibility of the Committee.

## **REPORTS**

The Chair of the Committee will prepare and submit the required [reports](#) to the Vice Chancellor for Academic Affairs and the Chair of the [Coordinating Council on Institutional Effectiveness](#) as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

## **CANCELLATION**

This policy and procedures memorandum cancels AA-1620.4, *Charter: Task Force on General Education Assessment*, dated June 11, 1996.

### *Policy Reference:*

Delgado Policy and Procedures Memorandum, [Coordinating Council on Institutional Effectiveness](#)

Delgado Policy and Procedures Memorandum, [Institutional Effectiveness and Research for Planning and Assessment](#)

### *Review Process:*

Council on Planning and Assessment 3/24/99

Executive Council 4/20/99

### *Distribution:*

Electronic Distribution via the College's Intranet

### *Attachments:*

[Committee Standard Forms:](#)

[Committee Initial Report \(Form A\)](#)

[Committee Recommendation Form \(Form B\)](#)

[Committee Attendance Report \(Form C\)](#)

[Committee Final Report \(Form D\)](#)