

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COUNCIL ON PLANNING AND ASSESSMENT
EFFECTIVE DATE:	September 2, 2003* <i>(*Title/Procedural Updates 9/5/14; 6/26/14; 9/17/13; 11/2/10; 11/30/04)</i>
CANCELLATION:	PR-1620.1B (4/20/99)
CATEGORY:	Academic Affairs (AA)

FUNCTION

The [Council on Planning and Assessment](#) will coordinate the efforts involved in the planning and assessment of the academic and administrative activities of the College and carry out the College's [Planning and Assessment](#) policy. It will serve in an active capacity by reviewing and revising planning and assessment functions and activities. It will also serve in an advisory and support capacity to faculty, staff and administrators in responding to the challenges of change, and in preparing for the future. Specifically, the Council on Planning and Assessment will:

1. Monitor the progress of the College's planning and assessment process as outlined in the annual [Planning and Assessment Cycle Calendar](#).
2. Review functions of and Committee reports submitted by the Program Review Committee, Committee on Faculty Evaluation and Improvement of Instruction, and the General Education Assessment Committee.
3. Review progress of assessment taking place regarding discipline assessment, transfer outcomes, non-credit continuing education, outreach and job placement, and inter-institutional agreements.
4. Review planning and assessment outcomes relevant to the College's strategic plan and mission.
5. Make recommendations as needed for improving the planning and assessment process.
6. Coordinate with other Councils as necessary.

MEMBERSHIP

The Council on Planning and Assessment will be appointed by the Vice Chancellor for Academic Affairs. The Council will be composed of the Vice Chancellor for Academic Affairs, Vice Chancellor for Institutional Advancement, Campus/Site Executive Deans, Director of Assessment, Executive Director of Research and Planning, Deans' Council Chair, designated Director of Quality Enhancement Program (as applicable), Program Review Committee Chair, Faculty Evaluation and Improvement of Instruction Committee Chair, General Education Assessment Committee Chair, as well as designated assessment liaisons across the College.

TERMS OF OFFICE

Membership is determined by the office and is held for the duration of the tenure set for that office. The Chair will be appointed by the Vice Chancellor for Academic Affairs.

MEETINGS

Meetings are scheduled by the Chair as needed.

CANCELLATION

This policy and procedures memorandum cancels PR-1620.1B, *Charter: Council on Planning and Assessment*, dated April 20, 1999.

Policy Reference:

Policy and Procedures Memorandum, [Planning and Assessment](#)

Review Process:

Coordinating Council on Institutional Effectiveness 5/7/03
Academic Affairs Council 5/8/03
Executive Council 9/2/03
Vice Chancellor for Academic Affairs Approval – Title Update 11/30/04
Vice Chancellor for Academic Affairs Approval – Title Update 11/2/10
Vice Chancellor for Academic Affairs Approval – Title /Procedural Update 9/17/13
Vice Chancellor for Academic Affairs Approval – Title Update 6/26/14
Vice Chancellor for Academic Affairs Approval – Title Update 9/5/14

Distribution:

Distributed Electronically Via College's Intranet and E-Mail System