CAL MARITIME

Institute-Wide Assessment Council Bylaws

June 23, 2023

Mission

The Institution-Wide Assessment Council (IWAC) is responsible for promulgating and sustaining the assessment of institution-wide academic student learning outcomes. The council implements the Assessment Plan according to a four-year calendar and process chart, notifies the campus community of the Institution-Wide Learning Outcomes (ILOs) to be assessed prior to the commencement of the Academic Year, identifies and notifies appropriate faculty and instructors for assessment practices, collects and analyzes assessment data, and makes recommendations for programs and departments to be taken based on assessment findings.

Membership

I. General Membership: The council will comprise of a minimum of one member per academic department.
II. Term Limits: Members shall normally serve renewable four-year terms. There is no limit on the number of terms a member may serve.
III. Applications: Membership is competitive by application. When a seat is vacated or an individual's four-year term is up, a call for service will be sent to all faculty by the IWAC Chair. Candidates may be asked to submit a short statement of interest. All faculty are encouraged to apply. The selection processes shall be made with explicit considerations for: 1) broad representation across academic departments, 2) faculty expertise relating to specific learning outcomes, 3) prior experience with assessment and/or accreditation, and 4) data analysis experience.
IV. Selection of New Members: Selection of new members will be made by the existing council by a simple majority vote.
V. Leave Policy: In the event that a member takes a temporary leave from the university or is unable to attend the annual summer session, the council may put out a call for service for a temporary replacement.
VI. Dereliction of Duty: An individual's membership may be revoked due to dereliction of duty (i.e., a member fails to perform the basic tasks assigned). Termination requires a simple majority vote by the other members of the council.
VII. Senate Standing Committee Liaisons: In the event that no IWAC council members are serving on the General Education and/or Curriculum Committees, a member shall be recommended to the Senate Executive Committee to be appointed *ex officio* to serve as a liaison between IWAC and the General Education and/or Curriculum Committees.

Reporting

The council *reports* to the Provost's Office, but the council is chaired by a faculty member elected to a two-year term (Fall/Spring/Fall/Spring) by a simple majority vote of the council. It is the responsibility of IWAC to notify the Provost's Office of the IWAC Chair appointment in the spring semester prior to the academic year of the position's commencement. The Chair is responsible for communicating with department chairs and deans and coordinating assessment efforts over the course of the academic year, distributing appropriate reports and recommendations, responding to communications during the academic year, organizing the summer session, overseeing the work of the support staff, and composing the Executive Summary.

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Duties and Responsibilities

I. The Chair receives 3 WTUs per academic year of release time and is therefore responsible for performing essential council activities including:
   - Overseeing the collection and preservation of IWAC assessment data
   - Supporting individual point persons in efforts to obtain data from departments (including sending follow-up communications to department chairs and deans ensuring all parties are cooperating with assessment efforts)
   - Maintaining the IWAC database, including records of council work, timelines, rubrics, and all other IWAC documents
   - Creating a schedule and agenda for the summer session
   - Managing membership of the council, including soliciting applications for and nominating new members
   - Overseeing the work of the support staff
   - Composing the Executive Summary (Annual Progress Report), and sending it to the Office of Provost, Departmental Chairs and Academic and Library Deans
   - Notifying the campus community of the ILOs to be assessed prior to the commencement of the Academic Year
   - Disseminating results of the assessment cycle
   - Working in close liaison to the WASC Coordinator (typically the Associate Provost) and other groups that prepare for accreditation.
   - Presenting findings and recommendations to the Faculty Senate and other campus stakeholders

II. Each Council Member serves as a "point person" for an ILO [See protocol]. All IWAC council members will receive stipends that will be determined in consultation with the Office of the Provost for work conducted outside of the academic calendar. Council Members' duties and responsibilities include:
   - Implementing the Assessment Plan according to the four-year calendar and process chart
   - Coordinating the analysis of assessment data
   - Evaluating the assessment data and writing the report in collaboration with other council members.
   - Proposing revisions to the ILOs and Assessment Plan
   - Identifying and notifying appropriate faculty and instructors for assessment practices
   - Making recommendations based on assessment findings to improve the next cycle
   - Serving as a liaison to individual academic departments and Academic Program Review Coordinators

III. Administrative Support Personnel is responsible for:
   - Note taking during meetings
   - Sending calendar invites for all meetings
   - Reserving rooms for in-person meetings
   - Coordinating stipends for summer session

Support Staff

The council shall be provided with support by the Director of Learning & Academic Technology, the Office of Institutional Research, and an Administrative Support Personnel assigned by the Office of the Provost.

Protocols

I. All members must have completed required trainings and adhere to FERPA regulations.

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II. Voting: A quorum shall exist whenever more than 50% of the council members are present. Once a quorum is established, a simple majority is required to vote and approve decisions. Members can be present virtually to vote. Council functions on consensus.

III. The Council will follow the IWAC calendar to conduct all assessment activities (See Appendix A).

Summer Session

IWAC will nominally conduct its planning and assessment data processing during a week-long summer session during the summer semester. The summer session may be conducted in person or via synchronous teleconference. This timing allows the meeting to occur after assessment data for the previous academic year has been collected and before the start of the next academic year. It is recommended that the IWAC Chair coordinate with the Director of Learning & Academic Technology to receive assessment data at least one week prior to summer session.

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Appendix A: IWAC Four-Year Assessment Calendar for ILOs

Each of the Institution-Wide Learning Outcomes (ILOs) is assessed on a staggered four-year cycle.

Year One: Assessment Tool Design

Summer: Assessment Tool Selection
- IWAC reviews report of previous campus implementation of recommendations
- IWAC selects point person for ILO
- IWAC drafts assessment tool (e.g., rubrics)
- IWAC sets initial benchmarks by reviewing previous results

Academic Year: Assessment Tool Revisions and Confirmation
- **Fall semester:** Point-person discusses ILO with Major Department Chairs
  - Identifies courses where assessment will happen (Introductory and Mastery Courses for each Major Department)
  - Identifies instructors who can review assessment tool and provide feedback
- **Fall Semester:** Point-person shares assessment tool with instructors and requests feedback
- **Spring Semester:** Point-person brings instructor feedback to IWAC for revisions of assessment tool
- **Spring Semester:** Appropriate instructors approve assessment tool

Year Two: Data Collection

Summer: Finalize Assessment Tools
- IWAC confirms assessment tool approved by instructors
- IWAC prepares data collection instrument (e.g., uploads rubric to LMS)

Academic Year: Collection of Assessment Data
- **August:** IWAC contacts instructors of record for Fall courses identified for data collection
- **September:** Workshop and Norming Session for Fall courses (required for instructors of record)
- **December:** Instructors of record for Fall courses submit data
- **December:** IWAC contacts instructors of record for Spring courses identified for data collection
- **January:** Assessment tool administrator (e.g., LMS administrator) confirms the submission of Fall data
- **January:** Workshop and Norming Session for Spring courses (required for instructors of record)
- **May:** Instructors of record for Spring courses submit data
- **May:** Assessment tool administrator (e.g., LMS administrator) confirms the submission of Spring data

Year Three: Analysis and Recommendations

Summer: Prepare Report
- **End of the Spring Semester:** Assessment tool administrator (e.g., LMS administrator) provides assessment data to IWAC

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- IR provides student data to IWAC
- IWAC compiles assessment data
- IWAC reviews results and prepares recommendations
- IWAC writes a report to communicate the results and recommendations
- IWAC posts the report on the website

Academic Year: Deliver report to campus
- **August:** IWAC notifies campus that report is available.

Year Four: Implementation of Recommendations

Summer: Review Recommendations
- IWAC requests feedback from the appropriate campus entities responsible for enacting recommendations

Academic Year: Campus Implementation
- **May:** Appropriate campus entities deliver the report of actions taken and results to IWAC

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