

School of Education Assessment Committee Terms of Reference

Reports to:

School of Education (SED) Dean

Membership:

- SED Assessment Coordinator (chair)
- Executive Assistant to the SED Dean (secretary)
- SED Dean
- Director of Institutional Effectiveness
- Representative from each SED department (at least one)
- Statistician
- One representative from the local public school system
- One representative from the local Adventist schools

Appointment and Term:

By position; faculty in SED departments appointed according to assessment interest and in consultation with the SED Dean; 2-year renewable term

Purpose:

To assist the SED and the SED Assessment Coordinator in implementing, monitoring, and revising (as necessary) the assessment system and assessment practices of the SED in order to improve student performance and support program development.

Terms of Reference:

Responsibility	Power
To define and clarify SED goals for assessment purposes	To recommend to the Dean and relevant SED committees and faculty
To assist departments with the development of goals, criteria, and assessment tools as needed	To act and refer to the SED faculty
To evaluate assessment procedures across the SED	To act, advise, and refer to the SED faculty
To coordinate and integrate SED assessment for program accreditation purposes	To act
To improve efficiency of use of assessment across the SED	To act

Terms of Reference (cont'd):

To assist in developing appropriate assessment instruments for SED purposes	To act and refer to the SED faculty
To examine existing assessment instruments for usefulness/alignment with goals	To act
To ensure the reliability, validity, usability, and fairness of all assessment instruments and practices	To act
To promote the use of assessment as a tool for continuous quality improvement, particularly in regards to student learning	To act
To review SED assessment data	To act and refer to the SED faculty
To determine how data should be used and to whom it should be made available	To act and to make recommendations to the Dean and SED faculty
To report or assist with reporting of SED assessment data to stakeholders	To act
To evaluate progress towards the integration of assessment and evaluation into SED practice	To act
To act as an advisory group to the SED Assessment Coordinator	To act

Agenda and Minutes:

Agenda prepared by committee secretary. Minutes are distributed to all members of the Committee.

Frequency:

Meetings are scheduled monthly during the fall and spring semesters and at the call of the chair during the summer semester.

Approved by: School of Education Faculty

Date: 2-12-13