I. Structure and Membership [three-year appointment]

1. A faculty chair (at large), appointed by the Chair of the A&S Council.
2. One faculty representative from each of the three divisions appointed by the Chair of A&S Council.
3. One faculty representative from each of the three divisions appointed by the Dean of Academic Affairs of Trinity College.
4. Three ex officio representatives from A&S Offices of Assessment, Curriculum, and Academic Planning appointed by the Dean of Academic Affairs of Trinity College.
5. The Dean of Academic Affairs of Trinity College [ex officio].

II. Charge

The committee:

1. Serves as a resource to departments.
2. Communicates expectations for departmental assessment activities.
3. Promotes the integration of assessment within department strategic planning.
4. Reviews departmental assessment plans and annual assessment reports.
5. Provides feedback to departments and the Dean concerning strengths and suggestions for improvement.
6. Reports back to the Arts & Sciences Council and deans.

III. Background and History

1. April 8, 2010 - Dean of Academic Affairs of Trinity College Lee Baker and Professor Ruth Day (Chair, Arts and Sciences Council) announced in a meeting of the Arts and Sciences Council the formation of an ad hoc Assessment Committee.
2. May 2010 through December, 2010 - The Assessment Committee was established as an ad hoc committee and worked on developing strategies for supporting the undergraduate assessment efforts of Arts and Sciences departments.
3. January 13, 2011 – Arts and Sciences Council voted to amend its bylaws and created the Faculty Assessment Committee as a standing committee of the Arts and Sciences Council.
4. January 2011 through May 2011 – the committee met six times and developed a plan for carrying out its charge which is described below.
5. Fall semester 2011 – the committee reviewed the assessment reports of each department; formed teams and met with every A&S department.
6. Spring semester 2012 – the committee provided feedback to A&S deans; discussed ways to strengthen assessment and the work of the committee.

IV. Accomplishments

1. The committee developed a strategic plan for supporting and assisting departments as they work towards strengthening their assessment work.
2. The committee developed a template and a rubric for reviewing departmental assessment reports. To calibrate the rubric and to strengthen inter-rater reliability we collaboratively...
reviewed 5 departmental reports and discussed in detail ways to strengthen our efforts to support departments.

3. The committee gave presentations and updates on their efforts at meetings of the DUSes, the A&S divisional deans, and the Executive Committee of the Arts and Sciences Council

4. The committee created “teams” of reviewers and assigned a team to each of the Arts and Sciences departments that offer majors or minors.

5. The committee developed a set of resources to serve as a “tool box” for departments. These resources included a handout on “definitions” of assessment terms; a powerpoint overview of the assessment process; and a chart of the timetable and cycle of the assessment process.

6. In May 2011 the committee began reaching out to departments to provide feedback on the 2010 departmental assessment reports and to offer assistance and support.

7. The committee developed a timetable and schedule for reviewing every departmental assessment report and providing feedback to each department by December 15, 2011.

8. The committee completed the review of the assessment reports of every A&S department on January 15, 2012;

9. The committee met with and provided feedback to departments and to deans.

10. In March and April 2012 the committee held three meetings to develop timeline and a strategic plan for supporting departments in the 2012-2013 year.

V. Current Members

Social Sciences
  David Rabiner   Psychology and Neuroscience
  Kristen Neuschel   History/Thompson Writing Program

Humanities
  Edna Andrews   Slavic and Eurasian Studies
  Barbara Dickinson   Dance Program

Natural Sciences
  Dick MacPhail   Chemistry
  Jerry Reiter   Statistics

Ex Officio
  Matt Serra   Assessment, Arts and Sciences
  Ingeborg Walther   Curriculum, Arts and Sciences
  Lee Willard   Academic Planning, Arts and Sciences
  Lee Baker   Dean of Academic Affairs of Trinity College, Arts and Sciences

Chair
  David Malone   Program in Education

Staff
  Gloria Taylor Neal / Gail Hignight / Cathy Lewis   Trinity College, Arts and Sciences