

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
UNIVERSITY ASSESSMENT COMMITTEE  
POLICIES AND PROCEDURES**

Approved by the University Assessment Committee on May 4, 2006  
Revised October 24, 2006, March 1, 2007, November 29, 2007, November 19, 2008,  
April 4, 2009, September 30, 2009

**ARTICLE 1: Name**

University Assessment Committee

**ARTICLE 2: Purpose**

The purpose of the University Assessment Committee is to support the process of continual self-evaluation and improvement across all academic and administrative units at The University of Southern Mississippi. The committee's primary responsibility is to ensure that the institution complies with the Principles of Accreditation for Quality Enhancement published by the Southern Association for Colleges and Schools with regards to assessment as stated in Comprehensive Standard 3.3.1:

*The institution identifies expected outcomes for its educational programs and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results.*

**ARTICLE 3: Relationships and Responsibilities**

**Section 3.1. Relationships**

Chain of Accountability:

University Assessment Committee  
Office of Institutional Effectiveness  
Representative from the Office of the Provost  
University President  
Southern Association of Colleges and Schools

**Section 3.2. Responsibilities**

- Advise and support the Office of Institutional Effectiveness in all assessment matters
- Assist in reviewing continuous improvement as demonstrated by action plans, analysis, annual reports, and other assessment documentation.

**ARTICLE 4: Members**

**Section 4.1. Faculty Representatives**

Faculty members are appointed by the respective deans, with at least two representatives from each of the five colleges and one from the University Libraries. If a college has 35 or more academic programs, additional members may be appointed by the respective dean at the ratio of one additional member for every 15 additional academic programs or fraction thereof.

In addition, the President of Faculty Senate, the Chairs of Academic Council, Graduate Council, and the Council of Chairs will be invited to participate on the committee or they may designate a representative from their respective bodies. A representative from the QEP (Quality Enhancement Plan) Advisory Board Assessment Committee and a representative from Academic Council's General Education Committee will be invited to participate on the committee.

#### **Section 4.2. Administrative Representatives**

The Executive Cabinet appoints eight committee members from administrative units.

#### **Section 4.3. Ex Officio Members**

Ex Officio members of the committee include the Coordinator of Assessment, the Director of Institutional Effectiveness, and a representative from the Office of the Provost. Ex Officio members do not vote.

#### **Section 4.4. Chair**

The chair of the University Assessment Committee is elected for a one year term by the committee, by the end of spring semester for the following academic year. The chair may serve consecutive terms. Members rotating off the committee are not eligible to be elected as chair.

#### **Section 4.5. Term of Service and Rotation**

Each year, in August, one third of the committee is rotated off and a new third is seated. Appointed at the end of the spring semester, the faculty and administrative unit committee members serve a three-year term, beginning with the fall semester. Members may not serve more than two consecutive terms; however, former members are eligible to serve again after a one-year absence from the committee.

Representatives from the Faculty Senate, Academic Council, Graduate Council, and Council of Chairs will be appointed annually by the current president or chair of the respective body. Representatives from the General Education Committee and Quality Enhancement Plan Assessment Committee will be invited annually.

#### **Section 4.6. Unexpired Terms of Service**

If a member leaves the committee before the three-year term is completed, a replacement will be appointed, as described in Sections 4.1 and 4.2.

### **ARTICLE 5: Meetings**

#### **Section 5.1. Regular Meetings**

The chair of the committee, the Director of Institutional Effectiveness, or the representative from the Office of the Provost may call meetings.

#### **Section 5.2. Meeting Minutes**

Minutes of each meeting of the University Assessment Committee must be maintained in the Office of the Provost. The Recording Secretary will be the Director of Institutional Effectiveness or the Coordinator of Assessment.

**ARTICLE 6: Changes to University Assessment Committee Policies and Procedures**

The Policies and Procedures may be amended at any regular meeting of the University Assessment Committee by a two-thirds vote, provided that a quorum (a majority of all voting members) is present and that the changes were submitted in writing at a previous meeting.