

**BYLAWS OF ACADEMIC ASSESSMENT COMMITTEE  
OF GLENVILLE STATE UNIVERSITY  
(ULC 4/21/2023)**

**Article I. Name**

The name of this committee is the Academic Assessment Committee of Glenville State University.

**Article II. Membership**

**Section A. List of Members**

- i. One faculty representative from each Academic Department appointed by the Department and approved by the Faculty Senate
- ii. The Institutional Assessment Coordinator
- iii. The Vice President of Academic Affairs
- iv. One student representative appointed by the Student Government Association

**Section B. Terms of Membership**

- i. Each appointed member will serve for a term of three years.
- ii. The student representative will serve for one year.

**Section C. Stipulations for Service**

- i. If the Institutional Assessment Coordinator is also a member of the faculty, that person will represent the respective department.
- ii. The Committee may approve ad hoc and ex officio members as needed

**Article III. Liaisons**

**Section A. Approved Liaisons**

There are no approved liaisons for the Academic Assessment Committee.

**Article IV. Duties of the Committee**

The Academic Assessment Committee is responsible for an annual review of all academic program assessments and makes recommendations based upon assessment results. The committee makes periodic reports to the Faculty Senate, each academic department, and the faculty-at-large.

**Article V. Officers and their duties**

**Section A. Chair/ Vice chair**

The officers of the committee shall be the Chair, the Vice Chair, and the Secretary. The Institutional Assessment Coordinator will serve as the Chair of the committee. The Vice Chair and Secretary shall be elected from the membership of the committee by plurality vote of those members present at the first meeting of the committee each fall semester.

The Chair of the committee shall ordinarily preside at all meetings. In the Chair's absence, the Vice Chair shall serve as Chair for that meeting. The Chair or the Secretary shall prepare the agenda for the meeting and shall assemble the documents necessary for the committee members to use. The Chair shall be responsible for communications from the committee to administrative officers of the University, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the committee.

**Section B. Secretary**

The Secretary of the committee shall maintain adequate minutes of the work of the committee. A copy of all minutes of the committee shall be maintained in an accessible online format. The Secretary shall also assist the Chair in the preparation of communications from the committee to administrative officers of the University, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the committee.

**Article VI. Procedures for Meetings**

**Section A. Quorum**

A quorum for meetings shall consist of a simple majority of the committee where membership is as defined in Article II. This is 6 members.

**Section B. Calling a Meeting/ Frequency**

Meetings shall be called as needed by the Chair. The Chair shall also honor the request of any two members of the committee to call a meeting. In the event of a vacancy in the office of the Chair, any two of the current members of the committee may call a meeting.

The Chair shall give at least 48 hours' notice of the date, time, place for, and agenda of meetings to the membership and to the campus community. Notice shall be given in an efficient manner to be determined by the committee. Emergency meetings may be called by the Chair with less than 48 hours' notice.

**Section C. Open Meeting**

Persons present other than members of the committee may be recognized to speak to issues before the committee by the Chair.

**Section D. Recognition of Participation**

Meetings shall be conducted according to generally accepted principles of parliamentary procedure for committees. Decisions of the committee shall be made by majority vote of those present and voting on a motion

**Section E. Proxy**

Proxies shall be appointed by the member of the committee.

**Article VII. Lines of Reporting**

**Section A. Timing**

After review of the annual assessment reports, the Academic Assessment Committee forwards any recommendations to the appropriate department, Office of Academic Affairs, and Faculty Senate for consideration.

**Article VIII. Amendment, Review and Ratification**

**Section A. Amendment**

These bylaws may be amended as needed by the committee members. The procedure for amendment shall be the same as the procedure for the original ratification of these bylaws.

**Section B. Review**

This document shall be reviewed at least once a year.

**Section C. Ratification**

These bylaws shall be officially adopted when they have 1) received a majority vote of the Assessment Committee of Glenville State University at a meeting where voting on the bylaws has been listed on the official agenda, 2) been approved by the Faculty Senate, the University Leadership Council, and by the President of the University.

**Faculty Senate President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**University Leadership Council Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**University President:** \_\_\_\_\_ **Date:** \_\_\_\_\_