**AES Assessment Committee (AESAC) Structure**

**Purpose**: While the Institutional Effectiveness Committee’s (IEC) charge includes providing oversight regarding Institution wide assessment policies, reporting on status of assessment activities throughout the college, and providing recommendations based on reviews of assessment materials, the AES Assessment Committee’s (AESAC) purpose is to provide support, guidance, and assistance to Administrative and Educational Support (AES) units throughout the college undergoing annual and periodic assessment activities. This committee, which ultimately reports to the IEC, will act as both an advisory, brainstorming group (*consistently revisiting and determining the best ways to support AES units with assessment*) and a technical assistance group (*aiding AES units where needed*).

**Goal**

The goal is that by having a committee focused on AES assessment, AES units will be able to:

* Understand and navigate assessment activities throughout the year
* Access support and assistance with assessment activities more timely
* Successfully complete assessment activities
* Better use the results of their assessment activities to improve day to day operations

The hope is that units will be able to accomplish the above by having the support of a group of staff/faculty (committee) who will:

* Be knowledgeable about AES assessment timelines, procedures, and expectations and, thus, able to effectively share and support units with such
* Be able to keep their pulse on potential barriers or needs that AES units may be facing re: assessment and leverage their collective expertise to brainstorm solutions/ideas that can benefit all AES units

**Role and Responsibility**

* Provide AES assessment consultation to units as needed
* Collaborate with OIERA in offering professional development workshops
* Maintain a schedule of the AES assessment cycle across units
* Maintain records on AES Assessment submissions
* Review and provide recommendations on AES unit assessment report templates
* Present results and recommendations to the Institutional Effectiveness Committee (IEC)

**Reporting**

AESAC will ultimately report to the IEC. Informal reporting will happen on at least a quarterly basis and will be done by the committee co-chairs. Items to be included in this reporting may include:

* Progress updates on AES Assessment activities
* Changes to outlined procedures/protocols
* Recommendations

Additionally, AESAC (via the co-chairs) will engage in providing at least one formal report to the IEC, which may include final status update of AES Assessment Activities, learnings and high-level overviews, and/or recommendations for the future.

**Proposed Activities (AY20-21)**

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| --- | --- |
| **Month** | **Committee Activity/Focus** |
| **Annual Assessment** | **AES Program Reflection** |
| *September* | * Refresh/review expectations and timeline for AES units to complete Annual Report template for AY
 | * Refresh/review expectations and timeline for completing AES PR process
* Review and adjust support plans for AES units
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| *October* | * Collaborate with IEC to review annual report templates and provide support and guidance to units
 | * Provide support to units engaging in report/data review and unit team discussions
* Provide support for units to begin AES PR template
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| *November* |  | * Provide guidance to AES units for undergoing external feedback component
 |
| *December* |  | * Provide support to AES unit to finalize AES PR process
* Support AES units in determining how to utilize results
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| *January* | * Mid-year check-in with AES units on potential support needed with implementing activities in Annual Report template
 | * Debrief AES PR support process and determine potential adjustments for the future
* Review AES PR templates to identify high-level findings, opportunities, and/or themes
 |
| *February* |  | * Provide status update to IEC on completion, findings, and recommendations
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| *March* |  |  |
| *April* |  |  |
| *May* | * Support AES units in completing current year’s annual report
* Support AES units in developing assessment plans for next AY
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| *June* | * Provide status update to IEC on completion of AES units’ annual reports and subsequent year assessment plans
 | * Revisit and adjust (as necessary) proposed support plan for AES units that will be undergoing AES PR in subsequent Fall semester.
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**Committee Membership**

*Co-Chairs*

* Dereck Norville-Bowie (President’s Office)
* Babette Audant (President’s Office)

*Members*

* Elbagina Bonilla (SDEM)
* Maria Cano (SDEM)
* Pearl Shavzin (Admin and Finance)
* Silvia Reyes (OAA)
* Sam Byrd (CEWD)
* Carlos Rivera (SDEM)