



INSTITUTIONAL ASSESSMENT COMMITTEE BYLAWS

ARTICLE 1. NAME

Section 1.1 Name.

The name of the organization will be the Touro University California Institutional Assessment Committee (“IAC”). It shall be a university committee and report directly to the University Provost/COO.

ARTICLE 2. PURPOSE AND RESPONSIBILITIES

Section 2.1 Purpose.

To ensure the assessment of Student Learning Outcomes is sustainable, meaningful, and becomes part of the culture of TUC; to provide leadership and assistance in developing and implementing university-wide assessment policies, procedures and activities.

Section 2.2 Responsibilities.

- To develop and recommend university-wide assessment policies;
- To review the progress of the university in implementing assessment activities
- To review all assessment reports and recommend improvements
- To recommend a process to encourage assessment and assessment-based change to take place in response to student learning outcomes assessment
- To document current practices of assessment and program improvement; including frequent assessment of the IAC and its processes.
- To facilitate a process for disseminating data, information, and results to appropriate university and external constituencies.
- To report to University Strategic Planning Committee the status of implementation of the plan and the results for outcomes assessment.

ARTICLE 3. MEMBERSHIP

The IAC is composed of:

- At least one representative from each academic program nominated by respective deans
- Two representatives from Student Services division
- Director of Institutional Research & Assessment

The Director of Institutional Research & Assessment serves as the Chair of the committee

ARTICLE 4. MEETINGS

- The Institutional Assessment Committee shall meet on a regular basis, at least quarterly, at such dates and times as decided by the Chair after determining the availability of committee members. Special meetings may be held at the discretion of the Chair of the IAC.
- The Chair of the IAC shall set the agenda for the meetings of the IAC.
- The IAC shall keep minutes of all meetings that serve as permanent records. A record of all actions taken shall also be included. The Chair shall maintain the minutes of the IAC.

ARTICLE 5. AMENDMENTS OF BYLAWS

These Bylaws may be amended, repealed, or altered, in whole or part, and new Bylaws may be adopted with the approval of the University Strategic Planning Committee.