Student Outcomes Committee (SOC) - Guidelines
A Faculty Senate Committee

Mission Statement:

The Student Outcomes Committee supports student learning assessment activities engaging the college in a sustained and meaningful assessment model that results in improved teaching and learning academically, programmatically and institutionally.

Section 1:

A. **Committee Membership:** SOC shall consist of full-time faculty members and ex-officio members including the VP of Academic Affairs and representatives of the Office of Institutional Effectiveness.

**Committee Leadership:** the SOC membership shall elect a College Assessment Coordinator as proposed and accepted by Faculty Senate and the office of the VPAA in the Spring of 2013, and a SOC Chair. The College Assessment Coordinator will serve a two-year term, reaffirmed annually. The SOC Chair will serve a two-year term, reaffirmed annually, and will also serve as the College Assessment Coordinator Elect during its term as SOC Chair. This Succession Planning process will ensure stability and sustainability of the organizational goals.

**Results Outreach Committee (ROC):** is a subcommittee of SOC. ROC membership shall consist of full-time faculty who are current or former SOC members.

B. **Resource Committee:** The Resource Committee shall consist of the College Assessment Coordinator, SOC Chair, and representatives of the Office of Institutional Effectiveness.

Section 2:

A. **SOC Meeting Time:** SOC shall meet every second Thursday of the month at 3 P.M. during the academic year.

B. **Resource Committee Meeting Time:** The Resource Committee shall meet every first and third week of the month at times determined by the committee members.

Section 3:

A. **Voting:** *Active* full-time SOC faculty members shall have voting rights. Active participation shall be defined as attendance at meetings at least once a semester.
Section 4:

A. **Chair and Assessment Coordinator Selection Process:** The selection of a SOC Chair – Assessment Coordinator shall take place every 2 years during the spring semester, including a reaffirmation at the end of each year by the SOC committee members.

The selected candidate shall hold the position of SOC Chair – Assessment Coordinator Elect for a period of 2 years, including a yearly reaffirmation. Selection of the qualified SOC Chair – Assessment Coordinator Elect shall begin with the self-nomination by an active SOC full-time faculty member (see the definition of Active participation in Section 3) at the second to last meeting of the semester. The self-nomination will include a one-page short resume indicating background, expertise and reason position is desired. The self-nomination shall be evaluated by the Resource Committee for qualification. Names of qualified SOC members shall be placed on a ballot and voting shall take place through secret ballot via unidentifiable electronic ballot prior to the last meeting. The candidate who receives a plurality of the votes shall be selected. The announcement of the qualified SOC Chair – Assessment Coordinator Elect shall take place at the last SOC meeting of the calendar.

Once the two years have been completed, and the reaffirmation process has been vetted, the qualified SOC Chair -Assessment Coordinator Elect becomes the Assessment Coordinator for the college for a two-year period, including a reaffirmation at the end of each year.

Section 5:

**Job Descriptions:**

A. **College Assessment Coordinator:** This position will report to the Vice President of Academic Affairs and consult with faculty senate on a semester basis. This is an elected position following current election processes of SOC with first priority given to current SOC members. It is a two-year term, reaffirmed annually. The responsibilities, amount of time reassigned, and length of the Assessment Coordinator assignment will be reviewed annually. Duties and responsibilities of this position include:

1. **Leadership and Communication:**

   - Attend Resource Committee meetings
   - Provide leadership and guidance to faculty, staff and administrators for the development, content and application of Institutional Student Learning Outcomes (MCC's 4Cs) at the course, department and institution level
• Collaborate with the Center for Teaching and Learning (CTL) and the Office of Institutional Effectiveness for the development of content and application of Institutional Student Learning Outcomes (MCC’s 4Cs) at the course, department and institution level
• Promote MCC’s 4Cs to the MCC college community including faculty, staff and students through education and marketing
• Report assessment activities and results to internal and external stakeholders
• Encourage collaboration in regards to assessment activities among and between departments including adjunct faculty
• Present on institutional assessment activities and results as needed
• Organize internal events to share and promote assessment results and activities
• Recognize faculty and staff who exhibit exemplary use of MCC’s 4Cs
• Elicit feedback from faculty, staff and students on assessment activities through surveys and focus groups

2. Planning and Implementation:
• Plan, coordinate and implement institutional assessment activities
• Collaborate with the CTL, provide workshops and training to educate and guide faculty and staff in the application and assessment of MCC’s 4Cs
• Guide faculty in the creation of assessment instruments that align with Outcome Scoring Guidelines
• Assist with accreditation activities including incorporating HLC recommendations into assessment practices
• Work with SOC, faculty, and the Office of Institutional Effectiveness in the revision of MCC’s 4Cs and Outcome Scoring Guidelines

3. Resource Development and Usage:
• Establish and maintain a web repository of current and archival content of assessment results, activities and resources for internal and external stakeholders
• Create training materials to assist faculty and staff in implementing assessment activities
• Assist in the creation and writing of assessment plans and reports
• Keep abreast with assessment scholarship through research, networking and conference attendance
• Interpret and disseminate assessment results to departments as needed
• Use assessment results to drive improvement in teaching and learning

B. SOC Chair: This position is a crucial part of the restructuring of the Student Outcomes Committee as it is an essential part of a sustainable Succession Planning process. This position will work closely with the College Assessment Coordinator and will function as
the College Assessment Coordinator Elect. In collaboration, they work to promote the mission of SOC. This is an elected position following current election processes of SOC with first priority given to current SOC members. It is a two-year term, reaffirmed annually. The responsibilities and amount of time reassigned will be reviewed annually. Duties and responsibilities of this position include:

1. **Leadership, Communication, Planning, Implementation and Resource development:**
   - Attend Resource Committee meetings
   - Collaborate with the College Assessment Coordinator on duties as stated above
   - Lead the monthly SOC meetings in conjunction with the College Assessment Coordinator
   - Prepare to assume the responsibility of the College Assessment Coordinator as the term expires according to guidelines stated above