

University Senate Charter Amendment No.: 1516-03A

**UNIVERSITY SENATE
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK**

Introduced by: Council on Academic Assessment, Governance Council
Date: May 9, 2016

Amendment RE: Clarification of Responsibilities of CAA

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

- That the proposed amendments of the University Senate Charter Faculty be adopted
- That these amendments go into effect immediately

Current Charter:

X.6. COUNCIL ON ACADEMIC ASSESSMENT

X.6.1. Composition

X.6.1.1. The Dean of Graduate Studies, the Vice Provost for Undergraduate Education, and the Assistant Vice President of Strategic Planning and Assessment, or their designees, *ex officio*

X.6.1.2. At least six but not more than eight Teaching Faculty, at least three of whom must be Senators, representing a variety of academic disciplines and campus locations

X.6.1.3. At least one but not more than two Professional Faculty

X.6.1.4. One Graduate Student X.6.1.5. At least one but not more than three Undergraduate Students

X.6.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.2. The staff support person for the Council shall be the Assistant Vice President of Strategic Planning and Assessment or designee.

X.6.3. The Council on Academic Assessment shall be responsible for developing campus policies, ensuring compliance with external policies, and considering other matters relating to academic assessment.

X.6.4. The Council shall be responsible for scheduling, coordinating and supervising the variously mandated or cyclical reviews of continuing academic programs.

X.6.5. The Council as a whole shall review the actions and assessment reports of its committees and shall be responsible for formally recommending that an assessment report be accepted by the University Senate. Based on findings from its committees or its own deliberations, the Council may recommend policy changes to the University Senate and may recommend to the Executive Committee that it refer a question or issue to another council.

X.6.6. Academic Program Review Committee

X.6.6.1. The Academic Program Review Committee shall be responsible for ensuring and overseeing periodic reviews of each of the University's academic programs, with consideration for established external accreditation cycles. In addition, the Committee shall be responsible for

ensuring compliance with the SUNY-mandated assessment of undergraduate majors and graduate degree and certificate programs.

X.6.6.2. The Committee shall consist of no more than eleven members, including at least six members of the Teaching Faculty, at least three of whom are members of the Council, one Professional Faculty member, one Graduate Student, one Undergraduate Student, the Assistant Vice President of Strategic Planning and Assessment, *ex officio*, or designee, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.6.3. The Chair of the Committee shall be a member of the Teaching Faculty who is also a member of the Council.

X.6.6.4. The Committee shall submit its assessments of academic programs to the Council and to the director or chair of the assessed program.

X.6.6.5. The Committee may undertake the assessment of instructional programs other than those for which assessment is required by SUNY mandate. These would include, but would not be limited to, undergraduate minors, undergraduate certificate programs, and various University-wide (Uni/Unl) offerings.

X.6.7. **General Education Assessment Committee** [amended 12/18/06]

X.6.7.1. The General Education Assessment Committee shall be responsible for establishing and overseeing reviews of the General Education Program.

X.6.7.2. The Committee shall consist of no more than fourteen members, including at least six members of the Teaching Faculty, at least three of whom are members of the Council, one Professional Faculty, one Graduate Student, one Undergraduate Student, the Assistant Vice President of Strategic Planning and Assessment or designee *ex officio*, the Director of the General Education Program *ex officio*, the Chair of the General Education Committee of the Undergraduate Academic Council or designee *ex officio*, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.7.3. The Chair of the Committee shall be a member of the Teaching Faculty who is also a member of the Council.

X.6.7.4. The Committee shall conduct an assessment for each General Education category on a regular cycle.

X.6.7.5. The Committee shall submit its assessments of General Education to the Council and, for information, to the General Education Committee of the Undergraduate Academic Council.

Proposed Revisions to the Charter:

X.6. COUNCIL ON ACADEMIC ASSESSMENT

X.6.1. Composition

X.6.1.1. The **Vice Provost and Dean of Graduate Education Studies**, the Vice Provost and Dean for Undergraduate Education, and the **Assistant Vice President of Strategic Planning and Assessment Associate Vice Provost for Academic and Resource Planning**, or their designees, *ex officio*X.6.2. The staff support person for the Council shall be the **Assistant Vice President of Strategic Planning and Assessment Associate Vice Provost for Academic and Resource Planning** or designee.

[...]

X.6.3. The Council on Academic Assessment shall be responsible for developing campus policies, ensuring compliance with external and internal polices, **reviewing external and internal assessments**, and considering other matters relating to academic assessment.

[...]

X.6.6. Academic Program Review Committee

X.6.6.1. The Academic Program Review Committee shall be responsible for ensuring and overseeing periodic reviews of each of the University's academic programs, with consideration for established external accreditation cycles. In addition, the Committee shall be responsible for ensuring compliance with **and reviewing** documents associated with the SUNY-mandated assessment of undergraduate majors and graduate degree and certificate programs and **recommending priorities to the administration**.

X.6.6.2. The Committee shall consist of no more than eleven members, including at least six members of the Teaching Faculty, at least three of whom are members of the Council, one Professional Faculty member, one Graduate Student, one Undergraduate Student, the ~~Assistant Vice President of Strategic Planning and Assessment~~ **Associate Vice Provost for Academic and Resource Planning**, *ex officio*, or designee, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

[...]

X.6.7. General Education Assessment Committee [amended 12/18/06]

[...]

X.6.7.2. The Committee shall consist of no more than fourteen members, including at least six members of the Teaching Faculty, at least three of whom are members of the Council, one Professional Faculty, one Graduate Student, one Undergraduate Student, the ~~Assistant Vice President of Strategic Planning and Assessment~~ **Associate Vice Provost for Academic and Resource Planning** or designee *ex officio*, the ~~Director of the General Education Program~~ **Associate Dean for General Education** *ex officio*, the Chair of the General Education Committee of the Undergraduate Academic Council or designee *ex officio*, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.7.4. The Committee shall ~~conduct~~ **review** an assessment for each General Education category on a regular **cycle and recommend priorities to the administration**.

Rationale

In response to a request from the Senate Chair Joette Stefl-Mabry, that each Senate council examine its section of the *Senate Charter* and propose any updates as warranted, the Council on Academic Assessment has recommended the above changes, with review and revision by the Governance Council in

consultation with the Chair of CAA. These changes were endorsed by the Governance Council on _____.

The addition of **reviewing external and internal assessments** in **X.6.3** and **reviewing** and **recommending priorities** in **X.6.6.1** clarifies the nature of the Council and its Committees' activities.

The removal of **conduct** in **X.6.7.4** takes out language that suggests that CAA creates and/or administers assessment instruments. The substitution of **review** and **recommend priorities to the administration** better reflects CAA's role in assessment of academic units and general education and it clarifies the council's role in shared governance.

All other modifications update the language of the Charter to reflect official changes in administrative titles that have occurred since the document was first written.