Assessment of Functional Performance

Purpose: The Assessment of Functional Performance works with students, faculty, staff, and administration to promote a shared responsibility for optimal service within functional performance areas.

Membership: A chair or two co-chairs officially designated by the Chancellor. All campuses should be represented in the committee membership and have two staff representatives from each of the following:
   a. Student Services
   b. Academic Affairs
   c. Finance and Administration
   d. Workforce/Economic Development
   e. Institutional Advancement
   f. Assessment Coordinator, ex-officio

Meetings: The committee will meet monthly to fulfill its charges. Additional meetings may also be called by the chair.

Reporting: Minutes will be filed with the Chancellor and forwarded to all committee members. An executive summary will be presented to the Institutional Effectiveness committee annually.

Charges:

2. Assist functional performance area in stating outcomes in measurable terms and identifying appropriate methods to assess the outcomes.
3. Monitor the assessment process to ensure that each functional performance area collects, analyzes, reports, and distributes assessment data.
4. Monitor the use of assessment results in planning and development to improve performance of functional area.
5. Monitor the functional performance area assessment including methods, instruments, and measures.
7. Develop linkages of functional performance area assessment findings to service modifications, planning, and identification of resource needs.
8. Develop and implement methods ensuring activities and results are documented in a database.
9. Review Assessment Reports and provide feedback with appropriate person or committee.
10. Write an Executive Summary of the functional performance activities, findings, and recommendations.
11. Serve as a resource for University assessment activities and professional development.

Effective Date: 9/6/2013