Assessment Support Committee

The Congress will appoint an Assessment Support Standing Committee of faculty members representing each of the units and each of the college faculty governing bodies, the faculty Coordinator of Graduate Programs and the Institutional Researcher. The Congress will also appoint a faculty member to serve as Chair of this Committee. The Committee will

- promote a campus climate of assessment,
- promote and provide for assessment training
- serve as faculty (peer) resources for assessment
- review and provide input on annual assessment reports from departments
- routinely review and (when necessary) revise Program Review Guidelines
- disseminate information/research on best assessment practices
- disseminate and communicate to the faculty body any changes to WASC accreditation policies or procedures
- routinely report to the Congress on campus assessment activities, results and costs, which will form the basis of periodic reports to accrediting commissions
- develop (with the General Education Committee) annual campus-wide assessment initiatives, plans, and projects
- develop (with the General Education Committee) long-range assessment plans to meet WASC requirements
- propose ways for “closing the loop” (improving student learning based on data results
- in years when expenditures is needed, propose purchases (i.e. resource books) and other expenditures (i.e. WASC training)

The Committee works by gathering as much faculty input as possible—planning and the scope of all assessment activities is the responsibility of faculty, and as such, the role of the Assessment Support Committee is to integrate faculty directives (in terms of what they can do given their workloads) with an ongoing culture of assessment that can satisfy accreditation needs. Committee members, trained in assessment, can provide advice and assistance to their peers in their departments/programs/colleges. When necessary, the Committee can advocate for additional resources as needed by the faculty to undertake meaningful assessment.

Members shall serve for two-year staggered terms. In recognition of the duties and responsibilities associated with this office, the University shall grant the Chair a course reduction of not less than one course per semester. Terms of office will be overlapped so that each year half the membership shall be replaced to provide continuity from year to year.

Student Success and Admissions Committee

The Congress will appoint a standing Student Success and Admissions Committee composed of no fewer than five nor more than seven faculty members from the University Hawaii at Hilo. The Congress will also appoint a faculty member to serve as chair of this committee. The
chair will ensure that the selection of this committee is widespread throughout the University.

The committee will be charged with

- reviewing and recommending general admission standards for UH Hilo undergraduates. These standards will address first-time new students, transfer students, home schooled students, dismissed students, and students who would otherwise be denied admission but have exceptional skills and talents of interest to the university. While the committee makes recommendations for general admission standards, it will not infringe on the prerogative of individual colleges to 1) establish higher admission standards for students enrolling in its courses or programs, and 2) establish admission opportunity programs for students that would not otherwise meet the university’s general admission standards
- making periodic assessments of admission standards in light of the mission of the university, the strategic plan, financial considerations, University of Hawai‘i system policies, and Board of Regents policies
- making periodic, evidence-based assessments of admission opportunity programs established for students that do not meet the general admission standards. These assessments must also address whether the admission opportunity programs have admission standards, a faculty review process, an on-going academic support structure to assist students, and an evaluation component to monitor effectiveness of the program.
- facilitating discussions and initiatives aimed at improving overall student success. The Committee will solicit input from faculty and works towards addressing such areas as admissions, matriculation, retention, graduation rates, engagement, transfer and other such factors that affect student performance and achievement. By working with the General Education Committee and the Assessment Support Committee, the Student Success Committee may also review data from assessment to develop initiatives that can help the campus “close the loop” and improve learning.

The Student Success and Admissions Committee will report to Congress.

Faculty members shall serve for two-year staggered terms. The Congress Chair may negotiate a course reduction with the Vice Chancellor of Academic Affairs for the Chair of this Committee, depending on the agenda of the Committee for the upcoming year. Terms of office for faculty committee members will be overlapped so that each year half the membership shall be replaced to provide continuity from year to year.

**General Education Standing Committee (revisions in red)**

The Congress will appoint a General Education Standing Committee of no fewer than five faculty members and one student representative. The Congress will also appoint a faculty member to serve as Chair of this Committee. This committee shall be charged with advising the Congress on all matters relating to campus-wide General Education, developing policies and procedures for implementing and monitoring General Education including certification and re-certification of courses, and undertaking regular assessments of the effectiveness of General Education at the University. The General Education Committee will work with the Assessment...
Support Committee, other appropriate constituencies to produce periodic assessments and evaluation of the quantity and quality of General Education at UH Hilo.

Members shall serve two-year staggered terms. The Congress Chair may negotiate a course reduction with the Vice Chancellor of Academic Affairs for the Chair of this Committee, depending on the agenda of the Committee for the upcoming year. Terms of office will be overlapped so that each year half the membership will be replaced to provide continuity from year to year.

**CURRENT:**

a. Academic Policy Standing Committee

The Congress will appoint an Academic Policy Standing Committee of not less than five members with at least one member from each college, one member from the Office of Student Affairs, the Vice Chancellor for Academic Affairs or his/her designate, and a student representative. The Congress will also appoint a faculty member to serve as Chair of this Committee. The purview of this committee will be academic issues that affect more than one college. Members shall serve two-year staggered terms. The Congress Chair may negotiate a course reduction with the Vice Chancellor of Academic Affairs for the Chair of this Committee, depending on the agenda of the Committee for the upcoming year. Terms of office will be overlapped so that each year half of the membership will be replaced to provide continuity from year to year.

**PROPOSED:**

a. Academic Policy Standing Committee

Congress will nominate and select a faculty member, by vote, to serve as Chair of a standing Academic Policy Committee. The Chair of this Committee will select no fewer than five faculty members and one student representative to serve for the ensuing academic year, and their selection will be subject to the approval of Congress. If feasible, the Committee should be comprised of at least one representative from each college at UH Hilo. The purview of this Committee will be undergraduate academic policy issues affecting more than one college. These may include, but are not limited to policy on: student enrollment; grading; classification; degree requirements; academic honesty; and disability services and compliance. Agenda items will be routed to the Committee through the Chair of Congress. The Chair of Congress may negotiate with the Vice Chancellor of Academic Affairs for a course reduction for the Chair of this Committee for the upcoming year.