



Procedural Template: Instructional Assessment Committee

1. **Official name:** Instructional Assessment Committee.
2. **Mission and purpose:** The Instructional Assessment Committee supports institutional accountability and improvement by facilitating the assessment of student learning outcomes at LCC. The committee sets the [Master Instructional Assessment Timeline](#) and facilitates:
 - Quarterly assessment days (see [Faculty & Staff Calendars](#) for dates)
 - [Curriculum and Program Review](#)
 - [Global Skills Assessment](#), including maintaining the rubrics.
3. **Governance:** The Instructional Assessment Committee reports to the Vice President of Instruction (VPI) and is supported administratively by Effectiveness & College Relations.
4. **Authority.** The Instructional Assessment Committee plays a vital role in the college's regional accreditation process with the Northwest Commission on Colleges and Universities (NWCCU).
5. **Membership and leadership:** The committee is comprised of faculty representatives from all instructional departments and is chaired by a faculty member. Instructional administrators and representatives from Effectiveness & College Relations serve as ex-officio members. Faculty representatives are appointed by the VPI. The VPI also appoints the faculty chair and vice chair.
6. **Meetings:** Meetings are held at least twice per quarter during the academic year.
7. **Sub-committees:** No standing subcommittees. Ad hoc groups are used as needed.
8. **Operating procedures.** The Instructional Assessment Committee plans for instructional assessment days in consultation with the Vice President of Instruction, and the summer assessment institute in consultation with Effectiveness and College Relations and the Vice President of Instruction.
9. **Relevant accreditation standards, policies, and/or publications:** NWCCU Standards 1.B.1, 1.C.1, 1.C.2, 1.C.5, 1.C.6, 1.C.7, [Faculty Assessment Handbook](#).
10. **Minutes.** Minutes are posted on the [Instructional Assessment Committee page](#) on LCC's faculty-staff website.
11. **Process for amendment of by-laws or procedures.** Proposed changes to committee procedures must be discussed by the committee and approved by the Executive Leadership Team per Procedure 100.1A.
12. **Effective dates and change record.** Procedural template updates were approved by the Instructional Assessment Committee on 10/04/2024 and the Executive Leadership Team on 10/09/2024. The NWCCU Standard references were updated on 4/19/2023.