

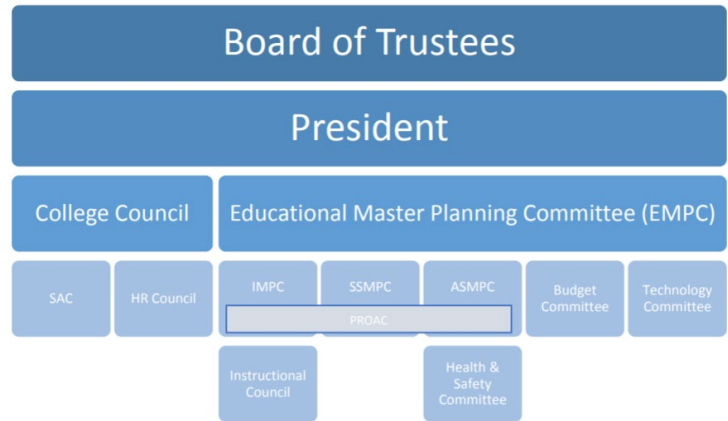
Overview of Roles

Program Review, Outcomes, and Assessment Committee (PROAC) description from the Merced College Participatory Governance Handbook

Mission/Charge

The primary role of the Program Review, Outcomes, and Assessment Committee is to....

- Coordinate a support structure for the assessment of:
 - Program Reviews
 - Course Student Learning Outcomes (SLOs)
 - Services Area Outcomes (SAOs)
 - General Education Learning Outcomes (GELOs)
 - Institutional Learning Outcomes (ILOs)
- Overseeing yearly reviews and/or updates of all program review, as well as course SLO and SAO assessment handbooks;
- Creating a yearly assessment calendar;
- Coordinate a yearly calendar of workshops with a wide variety of topics that include authentic and sustainable assessment;
- Annual update of the “Program Review Assessment Cycle” matrix, which documents all campus wide program reviews and course SLO/SAO assessments dates;
- The chair(s) communicate to the campus community regarding assessment on an ongoing basis through appropriate measures, such as Campus Digest, Convocation, Master Planning Committees updates, etc.;
- The chair(s) assist the technicians as liaison to applicable software companies to troubleshoot software program problems and implement updates.



Academic Senate Bylaws on IPRSLOAC

1. The Instructional Program Review and Student Learning Outcomes Assessment Committee (IPRSLOAC) is a faculty-driven committee existing for the **facilitation of improvement in all instructional programs and services at Merced College**. IPRSLOAC, in conjunction with the Instructional Master Planning Committee (IMPC) and Program Review Outcome Assessment Committee (PROAC), **solicits and provides support for evidence-based documentation from instructional programs and courses to assess effectiveness and identify areas for improvement which may lead to requests for financial resources**.
3. To accomplish its mission, IPRSLOAC works in collaboration with instructional area faculty and staff in the completion of program reviews and student learning outcomes assessment by:
 - a. **providing support and training for the IPR and SLO process to faculty and staff;**
 - b. **supporting the completion of yearly and multi-year assessment plans by cohorts;**
 - c. **establishing completion of SLO assessment reports, and notifying cohorts of uncompleted program reviews and SLO assessments through the cohort representative.**
 - d. **forwarding completed IPRs to IMPC for evaluation, prioritization and further dissemination.**

5. The membership of IPRSLOAC is designed to provide support to cohorts in completing program review and student learning outcomes assessment.
6. Duties of the co-chairs include but are not limited to:
 - a. **Document instructional program reviews and course SLO assessment reports.**
 - b. **Provide training as needed to the CATS and deans to keep faculty abreast of current assessment information and best practice findings**
 - c. **Work with area deans to write annual reports summarizing all program reviews under their purview for IMPC.**
 - d. **Attend trainings to keep abreast of current assessment information as well as to share and glean best practice ideas.**
 - e. **Work closely with the SLO resource personnel to coordinate and facilitate all assessment documentation as needed.**
 - f. **Assist in the training of faculty in the use of appropriate software as they pertain to program review and course SLO assessment.**

MCFA Agreement - Faculty Compensation for Curriculum Assessment Trainers (CATs).

- Faculty who assume the duties of assisting other faculty with program review, student learning outcomes, learning assessment documentation and related matters, shall be compensated one (1) hour per week at their overload/adjunct rate for the duration of the CAT assignment, plus a stipend of \$25 per assigned Annual Program Review.
- As a “trainer” this assignment will be considered instructional in nature.
- **Once a faculty member is assigned as a CAT, the faculty and appropriate Dean or designee must mutually agree on assignments and expected outcomes.**
- Compensation will be given once all assignments and expected outcomes are met.