

# The University of North Texas Health Science Center at Fort Worth University Assessment Committee Charter

## Mission Statement

The mission of the University Assessment Committee (UAC) is to engage in the assessment of student learning and administrative effectiveness at the university-level.

## Responsibilities

- A.** Conduct assessment reviews of academic, co-curricular, and operational units.
- B.** Provide feedback on all assessment activities to the university-wide community.
- C.** Serve as an advisory group to University Assessment and Accreditation.
- D.** Conduct institutional analyses as part of administrative effectiveness and implement assessment in consideration of university priorities.
- E.** Set an institutional agenda for assessment initiatives based on:
  - a. Themes identified from data collected from curricular, co-curricular, and operational units.
  - b. Innovative initiatives identified independently.
- F.** Serve as a point of communication for sharing and communicating innovative assessment activities and best practices.

## Authority

The authority of this committee is established through the Provost / Executive Vice President of The University of North Texas Health Science Center at Fort Worth. The Provost / Executive Vice President officially appoints all members to the University Assessment Committee.

## Committee Membership

- A. Chair** – The Chair shall be the Vice Provost for University Assessment and Accreditation. The Chair shall be considered a non-voting member, except in cases of a tie vote among the voting members when the Chair shall have a vote.
- B. Recorder** -- The Recorder shall be the Director of Outcomes Assessment or a staff member of University Assessment and Accreditation. The Recorder is the recording officer of the committee and the custodian of its records.
- C. Members** – The UAC shall be comprised of members from university faculty and staff. Members shall serve a full term of three-years, which is renewable and will include:
  - a. **Role Description:** All members of UAC are responsible for: ensuring that university faculty and staff interests are articulated clearly; ensuring that pending matters are promptly and effectively attended to; and engaging in

forthright discussion of matters before the Committee. Members are not bound delegates from their respective schools; they represent University interests.

- b. Members of UAC are operationally responsible for: reading materials distributed with meeting agendas; regularly attending UAC meetings; participating in standing or ad hoc committees when called upon by the Chair; being current on assessment / evaluation practices related to university operations; and communicating with their various constituencies about the substance of UAC meetings.

**D. Representative Members** – The representative members of the UAC shall serve three-year staggered terms. Terms begin each year on September 1. An individual representative member may serve a maximum of two consecutive full terms, representatives may serve additional terms with approval by the Provost and the Chair.

- a. The representative members of the UAC include
  - i. 1-2 representatives from each academic college
    - 1. Of which one representative is involved in assessment and/or accreditation activities within an academic program.
    - 2. Selected by the Dean of the academic college
  - ii. 1 representative from the library
    - 1. Selected by the Vice Provost, Scholarly Information Management and University Librarian
  - iii. 2 representatives from Student Affairs
    - 1. Selected by the Vice Provost for Student Affairs
  - iv. 1 representative from Academic Innovation
    - 1. Selected by the Executive Director, Academic Innovation
  - v. 1 representative from Research and Innovation
    - 1. Selected by the Executive Vice President, Research
  - vi. 1 representative from Finance & Operations
    - 1. Selected by the Executive Vice President, Finance & Operations
  - vii. 1 representative from Information Technology
    - 1. Selected by the Chief Information Officer
  - viii. 1 representative from Human Resources
    - 1. Selected by the Executive Director, UNTHSC Human Resources
- b. **Ex-officio, non-voting Members**
  - i. Ex-officio members to support committee activities University Assessment and Accreditation

1. Director of Outcomes Assessment, University Assessment and Accreditation
2. Additional members (as needed) selected by the Vice Provost for University Assessment and Accreditation

## Meetings

**A. Open Meetings** – All University Assessment Committee meetings are open to all members of the University community as observers. UAC requests that all guests notify the chair of attendance ten (10) business days in advance. Guests may be invited to participate in discussion by the Chair.

### **B. Regular Meetings**

- a. **Schedule** – The University Assessment Committee will meet at least monthly as scheduled by the committee.
- b. **Attendance** – Members are expected to attend meetings regularly. In the event that a member is unable to attend a meeting, the member is responsible for notifying the Chair of anticipated absence.
- c. **Special Meetings** – A special meeting may be called if the majority of the voting members request such a meeting, or if the Chair determines that a matter requires action before the next regularly scheduled meeting. In the event of a special meeting, all members shall receive written notice of the special meeting and its agenda as soon as possible.
- d. **Agenda Items** – Any member of UAC may request that an item be placed on the agenda for the next regularly scheduled meeting or a future scheduled meeting. Such a request should be made to the Chair, at least ten (10) days prior to the meeting where it will be discussed. All written proposals and supporting documents to be distributed with the agenda must be submitted to the Chair at least seven (7) days before the meeting. All other pertinent materials to be distributed at the meeting itself must be submitted to the Chair at least one day before the meeting.

### **C. Voting**

- a. **Quorum** – In order for the University Assessment Committee to have an official meeting and formally act on business, there must be a quorum present. A quorum consists of a minimum of fifty (50%) percent of the membership plus the Chair or the Chair's designee. A member may be present in person or through telecommunications.
- b. **Action on Motions** – Approval of a motion before the University Assessment Committee requires a majority of the voting members present at the meeting, with the exception of changes to this Charter, that require approval by two-thirds of all voting members.
- c. **Tie Vote** – In the event of a tie vote, the Chair will cast the deciding vote.

- d. **Proxies** – Assignment of voting privileges by voting members of UAC to any other individual is not permitted.

**Updated:** August 6, 2024

**UAC Approval:** August 15, 2024

**Provost Approval:** August 20, 2024

**Effective:** September 1, 2024