

COM-FSM Chuuk Campus
Assessment Committee
Terms of Reference

Article I. Authority

The Chuuk Campus Assessment Committee, hereinafter referred to as the Committee, operates through the authority vested in the Chuuk State Campus Dean and the Chuuk Campus Management Council.

Article II. Purpose

Section 1. General Purposes: The over-all purposes of the Committee are to oversee and coordinate assessment activities on campus and to discuss assessment issues and other such pertinent matters. The intent of the Committee is to fulfill the mission, goals, and student learning outcomes of the College of Micronesia as they apply to the Chuuk Campus.

Section 2. Responsibilities: The responsibilities of the Committee include, but are not limited to, the following:

- (a) To assist all Chuuk Campus administrators, staff, faculty, and students in consonance with campus-based assessment plans and in pursuit of fulfilling their duties and/or responsibilities;
- (b) To provide oversight of major assessment activities on campus;
- (c) To design, develop, implement, and analyze appropriate assessment plans and activities for Chuuk Campus, as necessary;
- (d) To provide assessment training, as necessary, to all employees of Chuuk Campus; and
- (e) To provide other assessment-related activities, as assigned by the Management Council.

Article III. Membership

Section 1. Selection: There shall be at least six members representing Chuuk Campus' administrative, instructional, and student services departments. At least two employees shall represent each department.

Section 2. Student Representation: There may be one student member to represent the Chuuk Campus Student Body Association (SBA).

Section 3. Tenure: Each member serves at the discretion of the Management Council. No term of tenure may be established by this Committee. Any replacement of a member may be nominated by the Committee and shall be approved by the Management Council.

Article IV. Officers

Section 1. There shall be two Committee officers – chairperson and vice-chairperson – to be selected by the committee of the whole. They serve at the discretion of the Committee.

Section 2. The responsibilities of the chairman are:

- (a) To convene and preside over Committee meetings;
- (b) To ensure that these terms of reference are met and to judiciously address matters brought before the Committee; and
- (c) To prepare and distribute the agenda prior to each matter.

Section 3. The responsibilities of the vice-chairman are:

- (a) To convene and preside over Committee meetings in the absence of the chairperson; and
- (b) To perform other Committee activities as assigned.

Section 4. There may be an ex-officio secretary whose responsibilities are:

- (a) To take and prepare accurate minutes, including record of attendance of Committee members;
- (b) To distribute and post the minutes electronically not more than five working days after the meeting; and
- (c) To maintain all Committee documents on file.

Article V. Meetings

Section 1. Frequency: Regular Committee meetings shall be held at least once a month. Days of the meetings shall be scheduled at the first meeting of the semester. Special or emergency meetings may be convened by request of the two officers.

Section 2. Quorum: Quorum is set by a majority of all members. A simple majority vote of all present at a meeting is required to act on a motion. In the event that quorum is not obtained, the Committee meeting may commence according to the agenda but shall not include any decision by consensus or motion until quorum is established.

Section 3. Protocol: Committee meetings shall be conducted in accordance with Robert's Rules of Order.

Article VI. Communications and Distribution of Information

Section 1. General Information: To ensure broad participation and input from the Chuuk Campus community, agenda items may be recommended and submitted to the Committee chairperson by campus administration, faculty, other staff, students, and external stakeholders, as necessary.

Section 2. Specific Procedures: Copies of minutes of Committee meetings shall be distributed and posted within five working days after adjournment of such meetings.

Section 3. Adoption of Minutes: The minutes of a Committee meeting shall be officially approved and adopted at the next or subsequent Committee meeting.

Section 4. Distribution: By definition, all such communications and distribution of information shall be processed with the assistance of the Campus Dean through the electronic Chuuk Site (chksite@comfsm.fm).

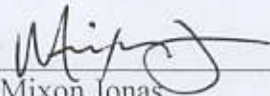
Article VII. Effective Date

These terms of reference of the Chuuk Campus Assessment Committee shall go into effect immediately following their official adoption by Committee members through motion. The terms of reference shall be posted on the electronic Chuuk Site and in public display on campus.



Miuty Nokar
Chairperson


Wilson Bisalen
Vice-Chairperson

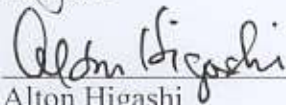

Kind Kanto
Member


Mixon Jonas
Member


Richardson Chitwi
Member


Danilo Mamangon
Member


Margarita Stephen
Student Member


Alton Higashi
Witness/Secretary (ex-officio)

Draft Date(s): 11/12/17; 01/26/18

Official Adoption Date: 02/27/18