ALLEGANY COLLEGE OF MARYLAND

Institutional Assessment Committee Bylaws

ARTICLE I

Name

The name of the committee shall be the Institutional Assessment Committee of Allegany College of Maryland hereafter referred to as the Committee.

ARTICLE II

Purpose

A. The Committee will coordinate assessment activities designated for administrative components of the College.
B. The Committee will review and analyze comprehensive and annual assessment for administrative units.
C. The Committee makes recommendations for changes to the assessment processes and practices of the institution for administrative units.

ARTICLE III

Membership

A. The members will include:
   Executive Director of Institutional Effectiveness, Research, and Planning
   At least one other member of Institutional Effectiveness, Research, and Planning
   Administrative Assessment Ambassador

B. Other membership of the Committee is open to all College employees. Membership should reflect the constituency the Committee serves.

ARTICLE IV

Officers

Officers of the Committee will be a Chair, a Vice-Chair, and a Secretary.

A. The Chair of the Committee will be the Executive Director of Institutional Effectiveness, Research, and Planning.
B. The Vice-Chair of the Committee will be the Administrative Assessment Ambassador. If there presently is not one, Vice-Chair will be elected by the Committee to a one-year term.
C. The Secretary of the Committee will be the additional member from Institutional Effectiveness, Research, and Planning.

D. The Chair or designate will:

1. Call for and preside at all meetings of the Committee.
2. Call special meetings of the Committee upon request.
3. Notify members of the Committee of regular and special meetings.

E. The Vice-Chair will:

1. Assume the duties and responsibilities of the Chair when the former is absent.
2. Perform other duties as the Chair or Committee may direct.

F. The Secretary will:

1. Take the minutes of the Committee meetings, including listing those present and absent.
2. Distribute the minutes to the Committee members, the President's Office for permanent filing, and the Library for inclusion in the College's Archive.

ARTICLE V

Meetings

A. The Committee will meet several times a year according to the Institutional Effectiveness Plan and/or Unit Assessment Guidelines.