

# GSW Institutional Effectiveness Committee

## Bylaws

### Mission

The Institutional Effectiveness Committee was established in 2010 to facilitate university-wide assessment and planning by coordinating with the Faculty Senate, other Faculty Committees, the Staff Senate, and the Administrative Council. The Committee includes representation from all aspects of institutional operations, including academic units, student support units, administrative units, and students.

### Membership

The membership of the Institutional Effectiveness Committee consists of the following:

- Representative appointed by Director of Athletics
- Representative appointed by the Vice President for Business and Finance
- Three Representatives appointed by the Vice President for Student Engagement and Success
- Two Student Representative appointed by the Student Government Association
- Representative appointed by the Staff Senate
- Two Representatives from the College of Arts and Sciences appointed by Faculty Senate
- Representative from the College of Business and Computing appointed by Faculty Senate
- Representative from the College of Education appointed by Faculty Senate
- Representative from the College of Nursing and Health Sciences appointed by Faculty Senate
- Representative from the Library appointed by the Dean of the Library
- Representative from Graduate Programs appointed by Faculty Senate
- Provost and Vice President for Academic Affairs, ex officio
- Director of Institutional Research, ex officio
- Director of Institutional Effectiveness and Planning, ex officio

Representatives serve for a term of three years, with the exception of students who are appointed for one year. One third of the representatives, again excepting students, rotate off each year. Serving multiple consecutive terms is not prohibited. Appointments made by the Faculty Senate are made in consultation with the Deans of the Colleges and the Provost.

### Organization

The Institutional Effectiveness Committee has one standing subcommittee, the Assessment Review Subcommittee. This subcommittee reviews assessment plans and reports for academic programs, academic and student support services, and administrative services. The Committee also forms Task Forces to complete specific tasks within a limited timeframe. All members of the Committee, including ex-officio and student members may serve on subcommittees or task forces.

### Meetings

The entire Institutional Effectiveness Committee must meet at least three times during each academic year, but may meet more often. For an official meeting to take place a quorum of the committee must be present. At the first meeting of the year, the Subcommittee or task force recommendations are considered, committee and task force appointments are made, and a meeting schedule is created, at

least for the fall term. Assessment day is when the committee considers university-wide assessment data and accepts reports from the Assessment Review Subcommittee and any Task Forces that are operating that year. At the last meeting of the year, the Committee, the Assessment Review Subcommittee and Task Forces make annual reports, and the committee elects officers for the next academic year. The meeting schedules of the Committee's subcommittee and task forces are determined by the chairs of the subcommittee and task forces.

## Officers

### Chair

The Chair is elected by majority vote of the members present at the April meeting of the committee. The Chair conducts meetings of the whole committee and sets meeting agendas in consultation with the Director of Institutional Effectiveness and the subcommittee and task force chairs. Nominees for the chair position must have served on the Committee for at least one year. The Chair does not typically serve on subcommittees or task forces, but may do so at his or her discretion.

### Secretary

The Secretary is elected by majority vote of the members present at the April meeting of the committee. The Secretary produces minutes for each meeting of the Committee and presents the draft minutes for approval by the Committee. The Secretary does not typically serve on subcommittees or task forces, but may do so at his or her discretion.

### Subcommittee and Task Force Chairs

Subcommittee and Task Force Chairs are elected at the first meeting of the year for each group by a majority vote of the subcommittee or task force. Subcommittee and Task Force Chairs schedule meetings, conduct meetings, and report to the whole Committee on the work of their subcommittees and task forces.

## Voting

All members of the Committee, including ex-officio and student members are eligible to vote on minutes and other committee business. A quorum of the Committee must be present before a vote can take place. The same voting conventions apply to subcommittees and task forces.

Motions to approve the minutes or any committee action must be made by a member of the committee and seconded before discussion of the minutes or action may begin. Friendly amendments to motions are possible if the member motioning and seconding agree. The chair may call the question at any time during discussion and bring a motion to a vote. For a motion to pass, a majority of the members present must be in favor. Members may vote in favor of a motion, against a motion, or abstain from voting.

## Amendments

Potential amendments to the bylaws of the Institutional Effectiveness Committee may be introduced by any member of the Committee. Voting on proposed amendments will take place at the next meeting following the meeting at which the full text of the amendment is introduced. Approval of an amendment requires a two-thirds vote of the quorum present at the meeting when the amendment is considered.