

UL Assessment Committee Charter Drafting Worksheet

Tentative Charter Sections	Guiding Questions	Section Feedback
<p>A. Purpose</p> <p>The purpose of the University Life Assessment Committee (ULAC) is to review and advise on assessment policies and practices that promote student learning and development.</p>		
<p>B. Authority and Responsibilities</p> <p>Ultimate oversight of divisional assessment, evaluation, research, and strategic planning rests with the Office of UL Assessment and the Department of UL Operations and Planning.</p> <p>ULAC serves primarily in an advisory capacity by:</p> <ul style="list-style-type: none"> • Providing feedback and recommendations on assessment policies and procedures • Identifying areas of needed assessment training and support • Assisting in recognizing high-quality unit assessment • Reviewing the ULAC charter on an annual basis • Representing unit perspectives and interests 	<p>1. What other responsibilities should be listed?</p>	
<p>C. Membership</p> <p>ULAC membership will be representative of units across the UL division and composed of:</p> <ul style="list-style-type: none"> • Chair: Non-voting, ex-officio • Deputy Chair: Non-voting, ex-officio • Members: Voting, 3-year terms <p>Terms of service for voting members are for three years, staggered among members, and renewable.</p>	<p>2. Should a minimum and maximum number of members be set?</p> <p>3. Should term membership be renewable?</p>	
<p>D. Meetings and Voting</p> <p>Regular one-hour ULAC meetings will be held on the second Monday of each month. The chair is responsible for establishing meeting times and locations.</p> <p>A majority of the overall membership represents a quorum for voting</p>	<p>4. Should voting protocol be included in the charter?</p>	

<p>purposes. If a quorum is not present, ULAC may meet to hear updates and reports, and convene discussion, but no votes may be taken. If unable to attend meetings, members are encouraged to send a unit proxy in their place with advance email notification to the chair or written notification delivered at the meeting. Votes may be conducted by email, online survey, or other electronic means at the discretion of the chair.</p>	<p>5. On a scale of 0 to 5, how familiar are you with Robert's Rules (0=Not at all, 5=Expert level)?</p>	
<p>E. Agendas and Minutes The chair and deputy chair, with input from ULAC members, will set meeting agendas. Draft minutes of the previous meeting will be attached to the agenda and emailed to members prior to the subsequent meeting. Immediately after Call to Order, members will be asked if there are any additions or corrections to the minutes. If there are none, the minutes will be approved as submitted. If changes are made, they will be approved with modifications. All agendas and approved minutes (post-modifications, if applicable) will be saved on the UL Assessment website (https://ulassessment.gmu.edu).</p>	<p>6. Should the role of notetaker stay with one member or should it rotate?</p>	

General Feedback: