

The Outcomes Advisory Council Charter

The mission of the Outcomes Advisory Council (OAC) is to guide and support Waubonsee faculty in the outcomes assessment process, both to continually improve teaching and learning and to help Waubonsee meet accreditation standards. The primary goals of the OAC are to:

- develop a college-wide culture of continuous improvement through teaching, learning, curriculum and instruction;
- provide faculty support, feedback and training on outcomes assessment;
- recommend and promote guidelines related to outcomes assessment;
- support and provide feedback on training for outcomes assessment activities;
- solicit a diverse range of faculty perspectives and input on the creation of an institutional outcomes assessment plan and promote the implementation of high-impact institutional practices; and
- review institutional outcomes assessment data to provide and encourage continuous improvement practices.

Guiding Principles

The guiding principles for assessing student learning at Waubonsee include:

- Multiple methods of outcomes assessment are utilized, including analysis and interpretation of course, program and institutional data.
- Best practices of outcomes assessment are recognized and valued as the foundation of good practice at Waubonsee.
- Ensure that the process is sustainable by utilizing practices that promote a culture of inquiry, are manageable in terms of time and effort, and have administrative support and resource allocation.
- Outcomes assessment is a mechanism for dialogue and improvement driven through faculty peer-to-peer collaboration and feedback.
- Outcomes data is used to improve learning, curriculum and instruction.
- Outcomes assessment is completed for student learning improvement, not for compliance as required by the Higher Learning Commission (HLC) and programmatic accreditors.
- The outcomes assessment process is separate and distinct from the faculty evaluation process, and no student learning outcomes data will be used in the evaluation of faculty.
- Data and information derived from student outcomes assessment activities shall not be used or required for transcripts, course grades, conditions of enrollment, and decisions on academic probation or student conduct reviews for student participants.
- Emphasis is on course- and program-based evidence to ensure a direct focus on teaching and learning.

Membership and Leadership

The co-leaders of this team are the Outcomes Assessment Faculty Liaisons and the Dean for Learning Outcomes, Curriculum and Program Development. A minimum of two representatives serve on the Council from each academic division, as well as representation from the Office of Learning Outcomes, Curriculum and Program Development, the Assistant Vice President of Student Services or designee, the Assistant Vice President of Education and Workforce Development or designee. The Outcomes Advisory Council (OAC) has a minimum of twelve faculty members and four administrators or designees. Other attendees are ex-officio members.

A. Roles of the Co-Chairs

- Set goals, objectives and the timeline for project(s) completion.
- Set meeting times and the agenda.
- Conduct all meetings.
- Work closely with sub-committees, as needed.
- Represent the OAC to other college committees and in meetings with the senior leadership team.
- Ensure that the Educational Affairs team are up-to-date on discussions held at the Council meetings.
- All recommendations from the OAC will be shared with the Vice President of Educational Affairs for feedback, review, approval and to determine the correct course of action for implementation.

B. Role of the Council Representatives

- Promote course, program and institutional assessment processes and procedures.
- Work with the other OAC representatives in a collegial and respectful way, even when discussing issues where there is disagreement.
- Share updates from OAC meetings with faculty colleagues informally and in department or division meetings and gather feedback.
- Provide input on and help maintain a systematic and sustainable approach to course, program and institutional assessment.
- Collaborate with the Office of Learning Outcomes, Curriculum and Program Development to design assessment strategies for course and program assessment plans.
- Provide faculty input and guidance on any data tracking software used by the college in support of faculty, division and institutional needs.
- Work collaboratively with the Office of Learning Outcomes, Curriculum and Program Development and the Institutional Effectiveness Data and Analytics Team, if needed, to identify data that is necessary for course and program assessment.

Meetings

Meetings are held bi-monthly during the academic year from 2:30 – 4:00 pm on Tuesday afternoons. Each member on the Outcomes Advisory Council (OAC) has one vote on any recommendations that will be put forward to senior leadership. A quorum is comprised of a simple majority of the identified membership. Decisions will be made by vote of the membership in attendance at the meetings – provided there is a quorum.

Reporting

Meeting minutes will be taken and posted on the [OAC page](#) of the Faculty Development and Engagement Website. The Dean for Learning Outcomes, Curriculum, and Program Development will report monthly to the Vice President of Educational Affairs, and a progress report will be shared with faculty at the end of the fall and spring semesters.