

San Antonio College

Marketable Skills Assessment Committee Charter (draft as of 5.15.19)

I. Purpose

The Marketable Skills Assessment Committee is a standing committee and recommending body with the purpose of reviewing each year the attainment of Marketable Skills by Core Curriculum completers and graduates with AA, AS and AAT degrees.

II. Membership

The committee shall consist of 9 – 11 voting members to include the following:

- Chair of the committee

- Two Deans for Academic Success

- Department Chair with AA, AS and/or AAT degree(s)

- Department Chair with AAS degree(s)

- Faculty member representing the AA degree

- Faculty member representing the AS degree

- Faculty member representing the AAT degrees

- Faculty member representing the AAS degree

- Faculty member representing the Core Curriculum

*Disciplines for each degree will be consistent with those in the College Catalog

The chair of the committee only votes in the event of a tie.

Ex-officio members on the committee:

- Vice President of Academic Success (VPAS)

- Vice President of College Services

- Dean of Performance Excellence

- Coordinator of Measurement and Evaluation – Learning Assessment

- SACSCOC Liaison

The voting committee members serve staggered terms of three years. In the first three years, the committee chair will work with the VPAS to determine adjustments needed in the representation of the committee to ensure that there is always a core of members with knowledge of the committee's purpose and prior work to ensure continuity.

When a member leaves the committee, the committee can make recommendations for new members which the VPAS will take into consideration when appointing new members. Replacements will be selected to ensure that all voting membership areas listed above are represented.

III. Chairperson

The chair of the committee is appointed by the Vice President of Academic Success. The term of the chair is two years with the option to be reappointed on a year-to-year basis. In the absence of the chair at a meeting, another committee member can be designated to facilitate the meeting. Among the duties of the chair are to call meetings, create agendas and minutes, organize the work of the committee, and submit the recommendations of the committee.

IV. Activities, Duties, and Responsibilities

The committee assesses the Marketable Skills Outcomes for students who have completed the core curriculum, and students who have graduated with an AA, AS or AAT degree. The committee will triangulate the outcomes data, CCSSE data, and the Learning Validation Assessment Reports. Additional data can be requested. The committee is responsible for reviewing a minimum of three years of related data in order to make any recommendations. The four areas (Core, AA, AS, AAT) will be reviewed every year and separate recommendations will be given for each area.

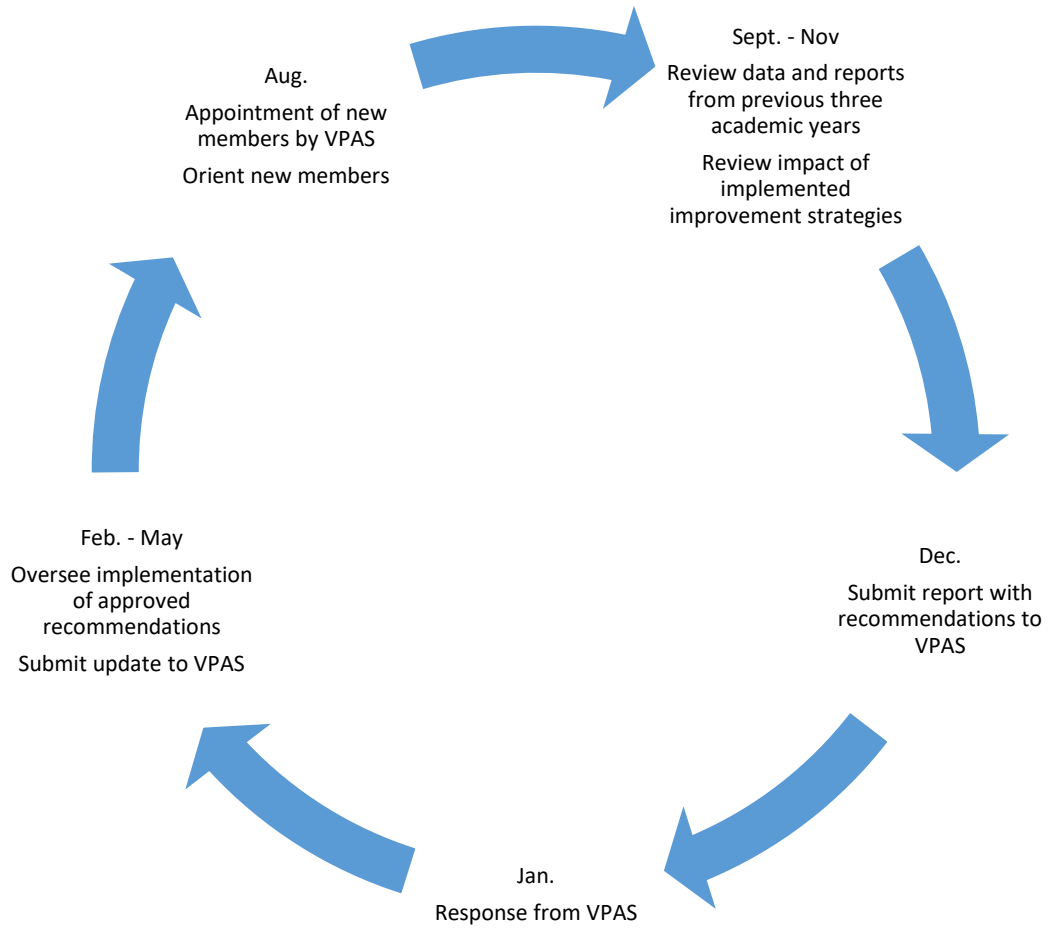
The committee makes recommendations to improve Marketable Skills outcomes for the AA, AS and AAT degrees and for the Core. The recommendations are submitted to the VPAS at the end of the Fall semester each year. The VPAS makes the final decision regarding the acceptance and implementation of any recommendations.

The committee is tasked with creating action teams and appointing members to the action teams in order to ensure that the accepted recommendations of the committee are implemented. The committee will give the action teams a specific charge, deadline, and report-back expectations.

V. Procedures

The committee will meet twice per month during the Fall and Spring semesters. Committee members are expected to review data and other relevant information between meetings. The Coordinator of Learning Assessments will provide the needed data and will maintain the Alamo Share site for the committee.

The cycle of review is as follows:



Approved by the committee on (date)

Julie Engel, Committee Chair

Accepted on (date)

Dr. Jothany Blackwood, VPAS