

**Joliet Junior College**  
**Student Learning Committee**

**I. Name**

This charter constructs the Student Learning Committee (SLC) designated as a Divisional Committee within the Joliet Junior College shared governance structure.

**II. Mission**

The Student Learning Committee guides the development, implementation, reporting, and ongoing use of assessment for general education and program improvement by working collaboratively to establish, continually refine, and assess student learning and program effectiveness.

The Student Learning Committee is one of the three academic standing committees at the college. Collectively these three committees ensure:

- The academic program is appropriate to higher education. (Curriculum)
- Faculty and students acquire, discover, and apply knowledge responsibly. (Academic Standards)
- The academic program is high quality wherever and however its offerings are delivered. (Student Learning)

The Student Learning Committee shall:

- Demonstrate effective leadership as responsible agents of the college
- Serve as a vital resource regarding critical decisions and emerging issues
- Uphold the college's commitment to strengthen open and transparent institutional communication
- Develop and conduct the assessment, report achievements, and ensure continuous improvement of the college's general education outcomes; maintain program assessment processes; and champion continuous quality improvement.

Any recommendations resulting from the work of the Student Learning Committee shall be submitted to the Vice President for Academic Affairs.

**III. Membership and Management Duties**

A. *Official Voting Members:* Official voting membership of the Student Learning Committee shall consist of representation of varying levels within the institution.

The names of individuals selected as voting members of the Student Learning Committee shall be submitted to the appropriate Vice President for Academic Affairs. A current listing of members will be maintained on the college portal or other communication outlet as prescribed by the Shared Governance handbook.

Voting members of the Student Learning Committee shall consist of one faculty member from each academic department/group. Length of service on the committee is determined by individual departments/groups. Committee members must have a willingness to learn and collegial spirit. Assessment knowledge is beneficial but can be acquired and developed through service on the committee.

- B. *Responsibilities:* Members of the Student Learning Committee have the following responsibilities:
- Are the liaison between the Student Learning Committee and department/group.
    - Report on Student Learning Committee activities at monthly department meetings.
    - Inform his/her department chairperson of any agenda item that may affect his or her department.
    - Notify his or her department chairperson if he or she will not be able to attend a scheduled meeting so a replacement can be identified.
  - Advise his/her department/group on assessment.
  - Guide program reporting (e.g. annual updates and five-year program reviews) for the department/group.
  - Lead general education outcome assessment processes.
- C. *The Chair:* A committee chair will be elected at the April meeting in even numbered years, and assume responsibility at the first meeting in the fall. The chair will design agendas in collaboration with the Director, Academic Effectiveness. The Director, Academic Effectiveness will guide and facilitate the work of the committee, and liaise with administrators and professional staff (e.g. OIR & E).
- D. *Meeting Guidelines:*
- ☒ The Student Learning Committee meets on the fourth Thursday afternoon of every month during fall and spring semesters, when the college is in session. The meeting schedule is posted on the SLC Web page or other communication outlet as prescribed by the Shared Governance Handbook. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
  - ☒ Meeting days and times must take into account the working schedules of members.
  - ☒ The agenda with attached materials to be presented will be distributed to members and posted to the SLC Portal or other communication outlet as prescribed by the Shared Governance Handbook in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
  - ☒ All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Student Learning Committee and should be able to adequately represent the appropriate stakeholder group.
  - ☒ If a voting member fails to attend three (3) regularly scheduled meetings of the Student Learning Committee within the fiscal year, without arranging for a designated alternative representative, the Chair of the Student Learning Committee shall seek a replacement from the designated stakeholder group.
  - ☒ All members should be prepared to actively participate in any discussions or decisions in the meeting.
  - ☒ Meeting minutes will be prepared and distributed within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the SLC Web page or other

communication outlet as prescribed by the Shared Governance Handbook within two (2) business days following approval.

- ☑ Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- ☑ Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

E. *Task Force:* From time to time, the Student Learning Committee may need to involve additional expert resources beyond the official membership. The Chair may designate a task force as outlined in the Shared Governance Handbook to conduct work and report back to the Student Learning Committee.

#### **IV. Decision-Making, Quorums and Voting**

The Student Learning Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

Meetings will be held and business will be conducted if a simple majority (>50%) of members (and proxies) is present. If a member cannot attend, the department/group chair identifies a proxy to attend the meeting.

The Student Learning Committee voting member must notify the Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Student Learning Committee and must be able to adequately represent the appropriate stakeholder group.

#### **V. Communication**

Meeting agenda, meeting minutes, and recommendations by the Student Learning Committee will be posted to the Portal or other communication outlets as prescribed by the Shared Governance Handbook on a timely basis. Distribution lists will be updated and maintained by the Chair of the Student Learning Committee.

#### **VI. Meeting Frequency**

Meeting dates, the fourth Thursday, and times must be recommended by the committee and published by the Student Learning Committee who will post to the SLC Web page or other communication outlets as prescribed by the Shared Governance Handbook on a timely basis.