Polytechnic University of Puerto Rico

By-Laws
Institutional Assessment of Student Learning Committee

PREAMBLE

The diverse Accreditation Agencies for Higher Education Programs in the United States of America establish standards of accreditation with the intention of promoting, nourishing, and fostering the institutional progress, and ensuring a quality education. The accreditation processes emphasize the importance of the self-study and the evaluation by peers as part of the activities promoting the growth and development of the institution. A fundamental aspect in accreditation standards for a Higher Education Institution is the assessment of student learning.

The student learning goals constitute the foundation of the assessment system. Precisely and clearly articulated statements, which express the institutional student learning expectations at the level of: course, component or specialty area, program and institution, are important not only for students, but also for faculty, administration, the institution, all the stakeholders and the public in general. These goals must be appropriate to the higher education mission of the institution.

Faculty members are the ones called to instill and support the development of essential skills in students, appropriate to higher education standards, such as:

a) the knowledge specific to master their field of study
b) the ability to apply their creativity to develop and use state of the art technology
c) the development of leadership skills;
d) intellectual growth to transform themselves into international citizens;
e) effective communication skills
f) ability to apply scientific and quantitative reasoning;
g) ability to effectively search, process and use information
h) the ability to critically analyze data and results
i) the need to act inspired in the highest ethical principles
j) the relevance of the social context of their professional practice
The Polytechnic University of Puerto Rico (PUPR) Mission and Vision are strengthened and reaffirmed through the active participation of the faculty members in the teaching and the assessment of student learning. The analysis of assessment results drives the continuous improvement of the academic programs with the adoption of strategies to improve student performance. This process requires the development and updating of assessment tools that pinpoint aspects of the programs that may need improvement. The systematic monitoring of results lead, in turn, to adjustment of the above mentioned strategies.

The previous processes require the support and leadership of a committee to develop, review, and implement sustainable strategies to assess student learning. Since PUPR has a decentralized student learning assessment structure, where each academic unit is responsible for the implementation of their plan to assess student learning, the Institutional Student Learning Assessment Committee provides support in the design and implementation of program-specific student learning assessment plans, and ensures that the general guidelines identified in the Institutional Student Learning Assessment Plan are defined and applied in all academic programs. Furthermore, it supports the integration of assessment efforts among areas, and provides a mechanism to maintain the academic community informed of the results of assessment and associated actions.

<table>
<thead>
<tr>
<th>Article I</th>
<th>Functions of the Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Advise the PUPR’s President and the Vice President for Academic Affairs on assessment of student learning.</td>
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<tr>
<td>Section 2</td>
<td>Participate, evaluate and suggest amendments to the Institutional Student Learning Assessment Plan, and provide support to the academic areas in the development and/or review of the student learning assessment plans for their programs, as required.</td>
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<td>Section 3</td>
<td>Ensure that the student learning assessment plans developed by the academic areas comply with the general guidelines documented in the Institutional Student Learning Assessment Plan.</td>
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</tbody>
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Section 4
Review, evaluate and suggest amendments to instruments and tools used to assess student learning at the institutional level and provide support to the academic areas in the review and development of instruments, as required.

Section 5
Gather and organize the assessment results from all academic programs to assess the attainment of the institutional learning outcomes. Identify aspects that may need improvement and devise strategies to address them through the integration of the corresponding academic units.

Section 6
Gather and distribute surveys and studies carried out by administrative offices that support the process of assessment of the learning outcomes.

Section 7
Based on assessment of student learning results, recommend changes to the strategic plan, budget, and resources allocation, to the administration officers of the institution.

Article II
Committee Membership and Appointment Process

Section 1
The Committee will be integrated by at least one (1) member in representation of each academic department, in accordance with its needs; one (1) member in representation of the Socio-Humanistic department, one (1) member in representation of the Mathematics and Science department, one (1) member in representation of the Graduate School, one (1) member in representation of the Associate Degree Programs, one (1) member in representation of the Library and Information Literacy Program, two (2) members in representation of the Orlando Campus, one (1) member in representation of the Miami campus, and two (2) students from different programs.

Section 2
The Director of the Civil and Environmental Engineering Department will appoint two additional Outcomes Assessment coordinators who at the same time will become members of the Institutional Student Learning Assessment Committee.

Section 3
The Electrical and Computer Engineering and Computer Science Department: Director will appoint two additional Outcomes Assessment coordinators who at the same time will become members of the Institutional Student Learning Assessment Committee.
Section 4

The Dean of the School of Architecture will appoint two additional members of the Institutional Student Learning Assessment Committee in representation of the Interior Design program and the architecture program.

Section 5

The Vice President for Enrollment and/or the Committee Members will recommend two (2) students from the third and fourth year classes, preferable from different schools, to represent the whole student body.

Section 6

The Dean of the Arts and Sciences and Education School will appoint one (1) Outcomes Assessment coordinator for the Socio-Humanistic Studies Component, one (1) for the Mathematics and Sciences Component, and one (1) for the bachelor and master degrees in Science Education, who at the same time will become members of the Institutional Student Learning Assessment Committee.

Section 7

The Dean of the Graduate School will recommend one (1) faculty member that will act as Coordinator of Outcomes Assessment of the School and a member of the Institutional Student Learning Assessment Committee.

Section 8

The Associate Degrees Coordinator will recommend one (1) faculty member that will act as Coordinator of Outcomes Assessment of the Associate Degrees and a member of the Institutional Student Learning Assessment Committee.

Section 9

The Orlando Campus Chancellor or Dean will appoint two members of the Institutional Student Learning Assessment Committee in representation of the Engineering programs and the Business Administration programs, respectively.

Section 10

The faculty members who are Outcomes Assessment Coordinators in their respective departments and members of the Institutional Student Learning Assessment Committee will receive economic compensation for their participation in the outcomes assessment program.

Section 11

The Co-Chairs will be permanent members, and will lead the Committee. Their secretary will act as the secretary of both the Student Learning Assessment Committee and the Outcomes Assessment Office.

Section 12

Each one of the faculty members will be recommended to the President by the respective Department Heads or School Dean. The President will
appoint them for a two academic year term, renewable whenever the faculty member exercises the function of Outcomes Assessment Coordinator in the Department they represent. Once they receive the appointment by the President, they will exercise the membership having the right to voice and vote in the Committee.

Section 13

The Twenty-Five (25) members will exercise the right to voice and vote in the Committee.

Section 14

The position of the Committee member will be declared vacant whenever he (she) accumulates six (6) absences without reasonable excuse during the two (2) year term.

Section 15

The “quorum” will be determined by absolute majority (13 out of 25) of the total membership. The current number of representatives to the committee is as follows (including the three current Co-Chairs):

- 3 Civil and Environmental Engineering Department (CEE)
- 3 Electrical and Computer Engineering and Computer Science (ECECS)
- 1 Industrial Engineering (IE)
- 1 Chemical Engineering (CHE)
- 1 Mechanical Engineering (ME)
- 1 Geomatics Sciences (GS)
- 1 Business Administration and Entrepreneurship School (BA)
- 3 Architecture School (ARCH)
- 1 Mathematics and Sciences (MATH & SCIEN)
- 1 Socio-Humanities Studies (SOHU)
- 1 Science Education (SE)
- 2 Orlando Campus
- 1 Miami Campus
- 1 Library
- 1 Graduate School
- 1 Associate Degree
- 2 Undergraduate Students

Section 16

Each member represents one vote no matter how many programs are in the Department or School.
Article III  Committee Officials and their Responsibilities

Section 1  Responsibilities of the Co-Chairs of the Committee:

a) Convene and preside the ordinary, as well as the extraordinary meetings

b) Inform the PUPR President about the deliberations and recommendations made by the Committee.

c) Authorize the Acts or records of proceedings, Resolutions and Certifications

d) Prepare and disseminate standardized documents to organize evidence of assessment of student learning by the academic units

e) Schedule and conduct meetings with academic units to assist devising and/or improving student learning assessment plans

f) Periodically review accreditation criteria related to PUPR academic programs

Section 2  The Secretary of the Office of Outcomes Assessment will act as the Secretary of the Committee.

Sections 3  Responsibilities of the Secretary:

a) Take minutes and maintain the record of proceedings or acts.

b) Prepare and authorize Resolutions and Certificates in coordination with the Co-Chairs

c) Distribute the Agendas

d) Keep in custody all archives pertaining to the Committee

Article IV  About Meetings, Agendas, and Accords

Section 1  The Committee will convene at least twice per academic term on ordinary meetings.

Section 2  The Co-Chairs of the Committee may convene the Committee as many times as needed in extraordinary meetings to consider specific subjects with no less than five (5) calendar days in advance.

Section 3  Additionally, may convene extraordinary meetings at the request of the PUPR President, the Vice-President for Academic Affairs or at the request of three (3) members representing the faculty.

Section 4  The letter of ordinary meeting invitation shall be mailed not later than seven (7) calendar days prior to the date of the meeting.
Section 5

The decisions of the Committee shall be passed with the absolute majority of the Committee members.

Section 6

The Agenda will be written by the Co-Chairs of the Committee.

Section 7

When a member of the Committee is interested in bringing a subject to the attention of the Committee, he/she should submit it to the Co-Chairs of the Committee.

Section 8

The Agenda or order of the day that will control the sequence of events will be the following:

a) Determination of quorum
b) Consideration of the pending Minutes or Acts
c) Reports
d) Subjects over the Table
e) New subjects
f) Date of following meeting
g) Adjourn

Section 9

Any subject not included in the Agenda may be introduced in the session and discussed, if the Committee endorses its inclusion when the new subject is formally presented. The order of the agenda may be altered if a motion to that effect is approved. Simple majority is required.

Article V

Rules of Conduct, Duties and Responsibilities of the Committee Members

Section 1

The faculty members will represent the faculty of their own Department; the two students will represent the whole PUPR student body. The other members will represent their academic units.

Section 2

The Committee members will do their best to participate actively in all meetings, ordinary or extraordinary. In case someone may not be present, they shall inform their absence without delay.

Section 3

When a member accumulates six (6) absences without excuse within the two year period, the position will be declared vacant, and the Co-Chairs will inform the PUPR President in writing with the recommendation to name a substitute.
Section 4
The Committee members will behave in every meeting in accordance to the highest emotional intelligence and codes of ethics standards. Every dialogue shall gyrate around matters related exclusively to the academic life or the agenda under consideration.

Article VI
Coming into Effect

Section 1
These By-laws will come into power as soon as they are approved by the PUPR President.

Article VII
Amendments

Section 1
The Committee may recommend amendments to these By-laws to the PUPR President after following these steps:
a) The proposed amendments shall be filed with the Co-Chairs of the Committee.
b) After review from the Co-Chairs, the proposed amendments will be included in the next Committee meeting agenda and brought before the Committee for analysis, evaluation and approval.
c) The Committee will vote and decide which changes will be recommended for adoption and submitted to the PUPR President for final approval.

Article VIII
Abolition

Section 1
These By-laws will derogate or abolish any rule or regulation written or verbal, which may be in effect and in conflict with these Bylaws at the moment they come into effect.
Certification

Approved in Hato Rey (San Juan), Puerto Rico, 10 31 2014
    Month    Day    Year

Signed:

Dr. Miguel Riestra
Vice-President of Academic Affairs

Prof. Ernesto Vázquez Barquet
President PUPR