



# California Community Colleges

## Assessment Advisory Committee Charter

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**September 2023**

The Assessment Advisory Committee conducts the review of assessment instruments submitted by colleges and test publishers. The committee works with the Chancellor's Office and psychometric consultants, who conduct the psychometric review of assessment instruments and provide other technical expertise as required. The committee then advises the Chancellor's Office on assessments presented for approval and provides recommendations regarding those approvals.

### **ESTABLISHMENT AND AUTHORITY**

The purpose of the Seymour-Campbell Student Success Act of 2012 (Education Code Sections 78210-78219) is to increase California community college student access and success through core matriculation services including orientation, assessment and placement, counseling and other education planning services and academic interventions. Per Education Code Section 78213(a), a community college district or college shall not use any assessment instrument related to Education Code 78213 without the authorization of the Board of Governors. The Board of Governors may adopt a list of authorized assessment instruments.

The definition of "assessment" is the process of gathering information about a student regarding the student's study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services. Assessment methods may include, but not necessarily be limited to, interviews, standardized tests, attitude surveys, vocational or career aptitude and interest inventories, high school or postsecondary transcripts, specialized certificates or licenses, educational histories, and other measures of performance (Education Code Section 78213(n)(1)).

In 2022, Assembly Bill 1705 (Irwin) amended the Seymour-Campbell Student Success Act of 2012 to maximize the probability of students entering transfer-level English and math.

### **MEMBERSHIP**

Assessment Advisory Committee members are appointed by a representative set of stakeholder groups and associations across the California community college system. Each member serves a one-year term and is eligible for a second year, as determined by their appointing group/association. The Assessment Advisory Committee members consists of the following voting members:

- Two representatives from the Educational Services and Support Division of the CCCCCO (Community College Chancellor's Office).
- Seven representatives from the Academic Senate for California Community Colleges (3 faculty members from the disciplines for the assessment instruments under review and one faculty member each from the disciplines of English, math, ESL (English as a

Second Language), and non-credit).

- One representative from the California Association of Community College Registrars and Admissions Officers.
- Two representatives from the California Community Colleges Assessment Association.
- One representative from the California Community Colleges Classified Senate (involved in assessment).
- One representative from the Chief Instruction Officers.
- One representative from the Chief Student Services Officers.
- Two representatives from the Research & Planning (RP) Group (with one preferably having experience with multiple measures).
- One representative from the Research and Data Division of the CCCCCO.
- One representative from the Student Equity and Achievement Program (SEAP) Advisory Committee (with background in assessment).
- Two representatives (and one alternate) from the Student Senate for California Community Colleges.
- One representative from the Workforce and Economic Development (WED) Division of the CCCCCO.

### **Resource Members**

- One representative from the Office of General Counsel of the CCCCCO.

Organizations are permitted to send an alternate or designee in place of an appointed representative.

### **LEADERSHIP**

The Assessment Advisory Committee is overseen by the Vice Chancellor of Educational Services and Support and is co-chaired with an Educational Services and Support Dean.

### **PURPOSE AND RESPONSIBILITY**

The Assessment Advisory Committee's responsibilities are as follows:

- Review and evaluate assessment validation submissions as needed and provide recommended levels of approval to the Chancellor's Office based on guidance from the psychometric consultants.
- Review and provide feedback on technical assistance materials on assessment-related topics.
- Provide guidance on assessment issues in California community colleges.
- Assist with planning assessment trainings, webinars, and workshops as needed.

The Assessment Advisory Committee will typically meet in-person 2-4 times per year as needed (with exceptions made for virtual meetings). The Chancellor's Office will cover travel costs for in-person meetings according to state travel policy and rates pending availability of funds.

Members are expected to review materials in advance of the meetings, actively engage in discussions during meetings, and to participate in work groups as needed.

## **DECISION MAKING AND RECOMMENDATIONS**

To establish a quorum for decision-making, 50% plus one of the voting members must be present. Vacancies do not count towards the determination of the quorum. The committee shall make every effort to reach consensus when determining recommendations. If consensus cannot be reached, then recommendations shall be made by simple majority vote of the voting membership.

Committee recommendations will be received by the presiding Vice Chancellor of Educational Services and Support and taken to the Chancellor for review. Final recommendations will be presented to the Board of Governors for approval.