**New Jersey Council of County Colleges**

**Assessment Affinity Group Charter**

1. **Name**

New Jersey County Colleges Assessment Affinity Group (NJCCAAG)

1. **Purpose of the Group**

The purpose of the Assessment Affinity Group (NJCCAAG) is to facilitate the exchange of information regarding the assessment of institutional effectiveness and student learning outcomes; to provide a forum for collaboration about assessment and compliance with regional accreditation standards related to assessment within and among assessment professionals of New Jersey’s county colleges; and, to communicate with the New Jersey Council of County Colleges and with the county college presidents on assessment and accreditation matters.

1. **Goals**
   1. To support all New Jersey county colleges in their goal to achieve reaffirmation of accreditation from the Middle States Commission on Higher Education.
   2. To collaborate, communicate, and share collective knowledge and best practices regarding assessment of institutional effectiveness and student learning outcomes, accreditation status, and strategic planning.
   3. To compile and disseminate assessment analyses procedures and/or results found to be particularly effective through meetings, workshops, and publications.
2. **Membership and Leadership**

Each county college president in New Jersey shall appoint at least one member to the NJCCAAG. Colleges with more than one representative to the affinity group shall have only one vote.

Leadership shall consist of a Chair, Vice-Chair, Secretary, and Deputy Secretary who will serve for one-year terms. On July 1, leadership will rotate with the Vice-Chair becoming the Chair, the Secretary becoming the Vice-Chair, and the Deputy Secretary becoming the Secretary. Membership will vote for a new Deputy-Secretary. If a current officer is unable to move to the new position on July 1, a vote will be held to fill that position. All elections will be decided by simple majority.

Duties for these officers are:

* 1. Chair: Develop meeting agenda and conduct the meeting.
  2. Vice-Chair: Perform the duties of the Chair if he/she is absent or incapacitated and make arrangements for monthly meetings.
  3. Secretary: Take and disseminate minutes from NJCCAAG meetings, upload information to the NJCCC web page, maintain a list of affinity group members, and send meeting and other notices.
  4. Deputy Secretary: Perform the duties of the Secretary if he/she is absent or incapacitated.

1. **Committees**

At this time, the group will not have committees. This can be amended at a later date.

1. **Meetings**

Meetings in the first year were set for September, October, November, February, April, and May. At the final meeting each year, the group will re-evaluate and determine meeting frequency and schedule for the following year.

1. **Dues**

No dues will be collected by the NJCCAAG or any of its committees. Costs associated with refreshments shall be apportioned equitably to the participating colleges. The college hosting the meeting will send a voucher for the meal to the college responsible for covering refreshments. Staff development conferences approved and organized by the affinity group shall have costs apportioned equitably among the colleges.

1. **Minutes**

Minutes and attendance will be taken and submitted to the New Jersey Council of County Colleges using the web page and forwarded to assessment affinity group members after each meeting.

1. **Amendments**

This Charter can be amended by two-thirds (2/3) majority of the institutional membership provided the proposed amendment has been submitted in writing to the membership at least 30 days prior to the vote. Such amendments are subject to review and approval by the New Jersey Council of County College Presidents.

1. **Approval by the New Jersey County College Presidents**

This charter was approved and accepted by the NJCCC Presidents on