

## **Guidelines for College Assessment Review Committees (CARCs)**

The purpose of a College Assessment Review Committee is to help the college/school/branch campus write and implement successful strategies for assessment of student learning. The committee's role includes review and scoring of the written plans for ongoing assessment of student learning submitted by units within the college/school/branch campus and recommending complete plans to the Dean. As these plans are approved by the Provost, the CARC's role shifts to the review and scoring of departments' annual reports of progress in implementing and revising their plans for assessing and improving student learning outcomes, and recommending complete reports to the Dean. In their role as consultants among their colleagues CARCs decentralize and grow expertise and feedback (conversation) on assessment and help to solve problems when their departments and colleges reach barriers.

Composition of the College Assessment Review Committee should include assessment contacts from the constituent departments in the college/school/branch campus. There is no "ideal" size for this working committee, but consideration must be given to the anticipated workload. For tasks and workload cycle refer to the [University of New Mexico Assessment Planning and Reporting Process](#) timeline, Program and General Education Assessment [Cycles](#) and [Flow Charts](#).