

## **Survey of Student Instruction Review Committee (SSIRC)**

**CLASSIFICATION:** Faculty Senate Committee

**REPORTS TO:** Chair of the Faculty Senate

**CHARGE:** This Committee shall bear primary responsibility for curating the list of custom questions used in the Survey of Student Instruction (SSI). The process of curation will allow for modification of, removal or addition to the list questions used in the SSI. This Committee will also be responsible for preparing an annual summary of SSI participation rates at the aggregate level and broken down by campus, college, undergraduate versus graduate and online versus traditional delivery. The Committee will also respond to requests from Faculty Senate Executive Committee for any additional information on the SSIs. The Committee may create subcommittees to address issues specific to the SSIs as needed. The committee may make any recommendations to the Faculty Senate Executive Committee specific to the SSIs.

**COMPOSITION:** Membership on the Committee shall include: the SSI administrator and five (5) faculty members. One (1) of the five (5) faculty members shall be designated an alternate.

**QUALIFICATIONS OF FACULTY MEMBERS:** In making appointments, the Committee on Committees will especially seek members who are expert in language and/or assessment in order to fulfill the list curating responsibilities of the committee. Faculty nominated must be full-time faculty.

**TERM:** The terms for each position is 3 years. Initial appointments to the committee will be staggered with 1 (one faculty member), 2 (one faculty member) and 3 (two faculty members) year terms. All reappointments will be for 3 years.

**ALTERNATES:** If a faculty member is no longer available to serve during the academic year, the alternate will complete the year and a new appointee will be designated by the Faculty Senate Executive Committee, based on the recommendation of the Committee on Committees, at the end of the spring term. Newly appointed members begin their duties on August 15.

**MEANS OF APPOINTMENT:** The Committee on Committees shall recommend appointments as needed to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee shall make final appointments.

**CALL:** The Committee shall be convened at the call of the Faculty Senate Chair shortly after the terms of the new members begin on August 15.

**CHAIR:** The Committee shall be co-chaired by the SSI administrator and a faculty member elected from and by the faculty members on the committee.