

**Assessment Coordination Committee
on Administrative Support Services**

**Report to the Assessment Oversight Committee
November 10, 2016**

The Assessment Coordination Committee on Administrative Support Services met on Thursday, November 10, 2016 in the Chancellors' Conference Room, Administration Building 328, at 1:00 p.m. Members present included Patty Flowers, Bud Grimes, Joe Henderson, Stephanie Kolitsch, Terry Lewis, and Amy Belew.

The Committee began by formally approving the committee report from the April 25, 2016 meeting.

The Committee then discussed strengths and weaknesses of the administrative support services reports that were submitted in May. Committee members commented that the reports showed that the campus assessment process was continuing to improve, and there seemed to be more buy-in from members of the various units. However, some of the reports left the impression that some individuals were still "dragging their feet" and, while it is clear that the units are supportive of the assessment process, there are some individuals that are not 100% on board. Committee members discussed their experiences during the SACSCOC site visit and commented that they felt very prepared for most of the questions, but the visiting team did ask some questions about units other than their own that they were not prepared to answer. The Committee recommended that we continue to make assessment reports available to all members of campus in the interest of transparency.

Patty Flowers presented a draft template for unit-level assessment guidebooks. These templates are intended to provide units a way to document their own assessment processes and expectations so that all present and future members of the unit will understand the agreed-upon goals, assessments, benchmarks, and rationales. Committee members agreed that developing unit-level assessment guidebooks was a good idea and provided suggestions for revising the draft to make it more user-friendly and appropriate to the needs of the administrative support units.

Committee members discussed other options for developing and delivering resources for the campus. One suggestion was to use the new Canvas system as a means for delivering resources, but the committee was concerned that locating resources would become difficult if some resources were located on the assessment website, some on the Sharepoint site, and some on the Canvas system. The committee recommended that we continue to rely on the assessment website and the Sharepoint site and revisit this idea later if additional training resources were developed that could not be housed on Sharepoint.

The Committee discussed possible topics for the January 2017 assessment workshop and recommended that at least part of the workshop address the findings from the SACSCOC site visit, the decision of the SACSCOC Board of Trustees regarding our accreditation status, and what our next actions should be. The Committee agreed that it would be appropriate to ask Dr. Keith Carver to make some remarks regarding his view of the assessment process and UT

Martin's accreditation in general. The Committee also supported the idea of presenting the assessment guidebook templates to the units in attendance and giving them time to begin drafting their own guidebooks.

Next, the Committee discussed the UT Martin Assessment Day to be held in May 2017. The Committee strongly supported Assessment Day as being a celebration of everything UT Martin has accomplished in terms of assessment. The Committee discussed possibilities such as tying Assessment Day to an established event that already occurs towards the end of the semester and inviting students and community leaders to attend the event. As part of the celebration, Captain Skyhawk, UT Martin cheerleaders, etc., would also be invited to attend and participate. Committee members suggested that we invite Chancellor Robert Smith and/or Dr. Joe DiPietro to attend Assessment Day as a "guest judge" for the event. The Committee indicated that a two-hour block one afternoon prior to the end of the Spring semester would be the best time for the event to occur.

Finally, the Committee thanked Terry Lewis for his service on the committee and welcomed Amy Belew as his replacement.

The meeting adjourned at 2:10 p.m.