

## **Assessment Oversight Committee**

### **Report to Chancellor**

**December 19, 2016**

The Assessment Oversight Committee met on December 19, 2016 in the Chancellors' Conference Room, Administration Building 328, at 1:30 p.m. Members present included Ross Dickens, Patty Flowers, Rich Helgeson, Joe Henderson, Stephanie Kolitsch, and Margaret Toston.

Kolitsch and Flowers provided the Committee with an update regarding the December 2016 SACSCOC Annual Meeting, including information regarding the Fifth Year Interim Reports and the SACSCOC Principles Review Committee. Kolitsch and Flowers also shared information regarding UTM teaming with UTK, UTC, and UTHSC assessment colleagues to form a system-wide network of reviewers for major SACSCOC reports from these institutions.

The Committee discussed the reports from the various assessment committees and did not identify any new issues that required attention.

The bulk of the meeting focused on planning for the January 9, 2017 assessment workshop and preliminary planning for the May Assessment Day. Kolitsch provided an outline to committee members for the January workshop and invited comments. Committee members noted that, when requesting information from various units for the Fifth Year Interim Report, the Assessment Office needs to be specific and very direct. In particular, they should emphasize the need for all units to assess annually (at a minimum) rather than on a two- or three-year cycle for the foreseeable future since the results of these assessments must be included in the Fifth Year Interim Report. The Committee also discussed the need to include the Gallup-Purdue results in assessment planning for all units. A revised outline for the January workshop appears in Appendix A of this report.

The Committee reviewed suggestions from the various assessment committees for the May Assessment Day. Discussion focused on two aspects of Assessment Day: (1) the purpose of Assessment Day, and how that purpose should guide our planning; and (2) how the "winners" of the Assessment Day poster session should be chosen. The Committee's consensus was that the purpose of Assessment Day was two-fold: from the standpoint of the units presenting posters, Assessment Day is an opportunity to inform the campus community about significant improvements within the unit; and from the standpoint of the campus community members who attend the event, Assessment Day is an opportunity to learn about how the various units across campus have "closed the loop" in choosing assessments, using data to inform decisions regarding changes, and demonstrating improvements in their particular areas. The Committee advocated developing a content guide for the posters that included an outline of the information needed to achieve both purposes of Assessment Day and further requested that Kolitsch and Flowers create a "sample poster" to accompany the content guide in order to give the units a better understanding of the content that should be included on posters.

The Committee's examination of how to choose the "winners" explored several options, including inviting an external judge who is an expert in assessment, inviting Dr. Keith Carver to serve as the judge, using a committee such as the Assessment Oversight Committee to determine winners, and using a popular vote by the attendees to determine the winners. The Committee's consensus was that, since this is the first Assessment Day for UTM, we should encourage as much participation as possible. The Committee proposed that units who intend to present a poster will need to pre-register with the Assessment Office in order to be placed on a ballot. Attendees will then pick up a ballot and vote, without ranking, for a pre-determined number of posters (probably three, but this will depend on the number of posters submitted). Once votes are tallied, prizes will be awarded. Strategies for breaking ties include: combining prize money then dividing the total equally among those tied; asking Dr. Carver to provide additional award money (if the amount is not too high); or using the Assessment Oversight Committee to rank the posters that received the same number of votes. Honorable Mention certificates for those who ranked high but not in the top three were also mentioned as possibilities. Additional input will be solicited from attendees at the January 9 workshop. Kolitsch and Flowers will work on formalizing a draft of the judging guidelines before the next Assessment Coordination Committee meetings.

The Committee did not identify any new recommendations for the Chancellor to consider.

The meeting adjourned at 2:17 p.m.

### **Appendix A: Outline for January 9, 2017 Assessment Workshop**

1. Brief welcome
2. Dr. Carver's comments
3. Update on SACSCOC accreditation status/upcoming changes to Principles of Accreditation
4. Details on upcoming Fifth Year Interim Report, including discussion of additional report and information we need to collect for report
5. Upcoming due dates
6. Teaser for May Assessment Day—How would those present like to be "judged"?  
Suggestions?
7. Questions on #3-#6
8. Discuss Gallup-Purdue results and tie to high-impact practices
9. FOR FACULTY SESSION ONLY: Review DQP mapping
10. Introduction to Assessment Guidebook Template (Patty)
11. Time to begin developing unit guidebooks