

Assessment Oversight Committee Report

April 24, 2019

Chancellors' Conference Room, 1:00-1:20 p.m.

Membership: John Abel, Laura Foltz, Shadow Robinson, Charley Deal, Patty Flowers, Stephanie Kolitsch, Desiree McCullough

The Assessment Oversight Committee met Wednesday, April 24, 2019, and reviewed reports from the Assessment Coordination Committees held April 15-16, 2019 (reports are attached). The Assessment Oversight Committee makes the following recommendations to Chancellor Keith Carver and the Assessment and Accreditation Office:

1. Revise due date for Student Support Services and Student Affairs assessment reports to June 15 each year.
2. The Assessment and Accreditation Office should create and share guidelines for interpreting scores on the new feedback rubric for non-academic assessment reports.
3. A new feedback rubric, based on the feedback rubric for non-academic assessment reports, should be created for academic program assessment reports.
4. The current Assessment Coordination Committees addressing research, scholarship, outreach, and community/public service should be combined into one committee and restructured to serve as an advisory committee to the ROED Office.
5. Leadership of the combined committee should be provided by the ROED Office rather than the Assessment and Accreditation Office.
6. Reports regarding faculty productivity in the areas of research, scholarship, outreach, and community/public service should be generated from Digital Measures by the Assessment and Accreditation Office and submitted to the ROED Office as needed. These reports should be structured to fit the needs of the ROED Office. Reports may also be generated from Digital Measures for departments and/or colleges as needed.
7. Assessment reports from institution-wide research and outreach units (e.g., Reelfoot Lake Environmental Field Station, STEM Center for Teaching and Learning, etc.) should be revised to provide information that meets the needs of the ROED Office. The Assessment and Accreditation Office will work with Dr. Charley Deal to revise these report templates. New templates will be shared with institution-wide research and outreach units.

**Assessment Coordination Committees
Reports**

April 15-16, 2019

Report 1:

Assessment Coordination Committee on Student Support Services and Student Affairs

April 15, 2019

9:00-9:30 a.m., Chancellors Conference Room

The Committee reviewed the 2018 assessment reports and noted that, overall, unit-level assessment remains strong and units are using data to inform decisions. The new feedback rubric was deemed very helpful in providing guidance to units regarding strengths and weaknesses of their reports.

The Committee discussed the existing due date for assessment reports, which has been set for mid-January, and proposed moving the due date to June 15 each year in order to coincide with normal year-end closeout and goal setting for the upcoming year within the division of Student Affairs. The Committee agreed to submit the next cycle of assessment reports by June 15, 2019 (which will cover 6 months since the most recent submission) and thereafter submit annual reports on June 15.

The Committee elected John Abel to represent them on the 2019 Assessment Oversight Committee.

Report 2:

Assessment Coordination Committee on Administrative Support Services

April 15, 2019

10:00-10:40 a.m., Chancellors Conference Room

The Committee reviewed the 2018 assessment reports. Committee members asked if units were allowed to change goals, measurements, benchmarks, etc., and concluded that allowing changes would provide flexibility to units. The Committee noted the importance of documenting the reasons behind any such changes. The Committee also noted that the new feedback rubric was good, but it would be helpful to have some guidelines on interpreting the scores received on the rubric. The Assessment and Accreditation Office will work on creating such guidelines. Finally, the Committee empowered the Assessment and Accreditation Office to offer suggestions and ideas on what units *could* assess in support of the university's initiatives and processes, especially as related to strategic planning.

The Committee reviewed the due date for annual assessment reports from administrative support services and concluded that the December date coincides with end-of-calendar-year activities and should be maintained.

The Committee elected Laura Foltz as its representative to the Assessment Oversight Committee.

Report 3:

Assessment Coordination Committee on Educational Programs and Student Learning

April 16, 2019

2:00-2:55 p.m., Chancellors Conference Room

The Committee reviewed Fall 2018 program assessment reports and noted that some programs were beginning to show signs of complacency and a lack of attention to the assessment process. Particular items of note included failure to update reports, conclusions of “Met—will continue to monitor” over a period of several years, interest in lowering benchmarks rather than improving teaching practices, and vague conclusions of “continuing to work with students” rather than outlining a possible approach to improving student learning. Deans on the committee concluded that they need to take on a more active role in monitoring assessment reports and following up on identified weaknesses.

The Committee also noted that feedback on the reports was encouraging and routinely pointed out ways to improve. The Committee reviewed the new feedback rubric for non-academic assessment reports and suggested that the Assessment and Accreditation Office create a similar feedback rubric for program assessment reports. Such a rubric would allow UT Martin to begin conducting a meta-analysis of assessment across the institution.

The Committee also discussed the possibility of creating institution-wide learning outcomes as part of the strategic planning process. Committee members noted that there were probably consistent learning outcomes (such as oral/written communication) appearing in multiple programs that could become institution-wide learning outcomes. The Committee asked about existing institution-wide data that could support such learning outcomes. In particular, the Committee discussed the possibility of accessing data from the Proficiency Profile exam; Patty Flowers will send Proficiency Profile results to the deans to determine whether such information could be useful for programs.

The Committee chose Shadow Robinson as its representative to the Assessment Oversight Committee.

Report 4:
Assessment Coordination Committee on Research and Scholarly Activities
and
Assessment Coordination Committee on Outreach and Community/Public Service
April 16, 2019
3:00-3:55 p.m., Chancellors Conference Room

The Committees discussed Fall 2018 assessment reports and noted that, within departments, there is a lot of variation in how research, scholarship, and outreach activities were documented. The Committees noted that Digital Measures should help with consistent reporting in these areas.

The Committees then discussed recent changes to the SACSCOC *Principles of Accreditation*, UT Martin's organizational structure, and the new strategic plan and how those changes could affect these committees. In particular:

- SACSCOC has removed the two standards addressing research/scholarly activities and outreach/community/public service that originally necessitated the need for these committees.
- The former Research, Grants, and Contracts Office has been restructured as the Research, Outreach, and Economic Development (ROED) Office. The ROED Office is now responsible for promoting and tracking research, scholarship, outreach, and service activities for the institution.
- The new strategic plan includes an emphasis on undergraduate research, service learning, and other high impact practices.

The Committees recognized that despite the absence of the two SACSCOC standards related to these committees, the institution still needs to track scholarship/research and outreach/service activities. Based on these and other points, the Committees recommended:

1. The current Assessment Coordination Committees addressing research, scholarship, outreach, and community/public service should be combined into one committee and restructured to serve as an advisory committee to the ROED Office.
2. Leadership of the combined committee should be provided by the ROED Office rather than the Assessment and Accreditation Office.
3. Reports regarding faculty productivity in the areas of research, scholarship, outreach, and community/public service should be generated from Digital Measures by the Assessment and Accreditation Office and submitted to the ROED Office as needed. These reports should be structured to fit the needs of the ROED Office. Reports may also be generated from Digital Measures for departments and/or colleges as needed.
4. Assessment reports from institution-wide research and outreach units (e.g., Reelfoot Lake Environmental Field Station, STEM Center for Teaching and Learning, etc.) should be revised to provide information that meets the needs of the ROED Office. The Assessment and Accreditation Office will work with Dr. Charley Deal to revise these report templates. New templates will be shared with institution-wide research and outreach units.

The Committees chose Charley Deal as their representative to the Assessment Oversight Committee.