

**Assessment Coordination Committee
on Research and Scholarly Activities
AND
Assessment Coordination Committee
on Outreach and Community/Public Service**

**Report to the Assessment Oversight Committee
November 16, 2016**

The Assessment Coordination Committee on Research and Scholarly Activities met on Wednesday, November 16, 2016 in the Chancellors' Conference Room, Administration Building 328, at 3:30 p.m. Members present included Lynn Alexander, Tom Blanchard, Ross Dickens, Brian Donavant, Patty Flowers, Bryan Foltz, Landy Fuqua, Jessica Garcia (for Joey Mehlhorn), Rich Helgeson, Stephanie Kolitsch, Desireé McCullough, Rachna Tewari, Wes Totten, Steve Vantrease, Cynthia West, Todd Winters, and Ray Witmer.

Note: The Assessment Coordination Committee on Research and Scholarly Activities and the Assessment Coordination Committee on Outreach and Community/Public Service met jointly in Fall 2016 due to the number of items to be considered that were relevant to both committees.

The Committee began by approving the reports from April 20 and April 21, 2016 meetings.

The Committee discussed the reports from May and noted that the new reporting template seemed to capture more relevant and detailed information. No specific recommendations were made regarding potential improvements.

The Committee then discussed appropriate due dates for non-academic program assessment reports, since the university's assessment calendar is unclear on due dates for these types of programs. After discussion, the Committee decided that a due date of October 1 would be appropriate for most such programs; however, in some cases, due dates that more closely aligned with existing external reporting dates might be more appropriate. The SACS coordinator and the assessment coordinator will work with individual programs to determine the most appropriate due date for reporting and will develop a calendar for these programs.

The Committee discussed the potential development of additional resources and the appropriate dissemination of such resources. A template for creating assessment guidebooks was shared, and members agreed that developing such guidebooks was a good idea. Specific links between the research and public service programs and UT Martin's mission need to be included in the guidebooks. Committee members will evaluate the template in light of their individual programs and will share additional suggestions with Flowers. Members also agreed that the use of the current assessment website and Sharepoint site were sufficient for disseminating resources.

The January 2017 assessment workshop was briefly discussed. Members agreed that introducing the guidebooks and allowing time to begin developing unit-level guidebooks would be a good use of time during the workshop.

Committee members discussed the May 2017 Assessment Day. Members agreed that detailed criteria need to be developed and shared with units and that units need to pre-register in order to display a poster and be eligible for awards. The Committee suggested that we consider using guidelines similar to those for Scholarfest and that perhaps we could run the Assessment Day event as an “add-on” for Scholarfest. Flowers and Kolitsch will follow up with Paula Gale to explore this option.

The meeting adjourned at 4:24 p.m.