

**Assessment Coordination Committee  
on Educational Support Services and Student Affairs**

**Report to the Assessment Oversight Committee  
November 14, 2016**

The Assessment Coordination Committee on Educational Support Services and Student Affairs met on Monday, November 14, 2016 in the First Floor Conference Room, Administration Building 104, at 2:00 p.m. Members present included Danelle Fabianich, Patty Flowers, Stephanie Kolitsch, Ryan Martin, Gina McClure, Desiree McCullough, Shannon Perry, Sam Richardson, and Steve Vantrease.

The Committee began by approving the report from the meeting of April 27, 2016.

The Committee then examined strengths and weaknesses of the educational support services and student affairs reports that were submitted in May. Committee members noted that the new reporting format was easy to use and captured important information. Benchmarking issues identified in February reports have been addressed by various units. The Committee appreciated the usefulness of the feedback they had received on previous reports. No continuing weaknesses in reporting were identified.

Committee members examined the template for unit-level Assessment Guidebooks. Overall, the Committee supported the development of an Assessment Guidebook for each unit. Members agreed to review the template from the perspective of their own units and provide individual feedback regarding the guidebook in general and the new staff accomplishments template within the guidebook template in particular.

Committee members discussed the possibility of using the new Canvas system as a way of providing additional materials and resources for the campus. Members concluded that they would rather continue posting these materials and resources on the existing Sharepoint site. At this time, the Committee did not identify any new resources they would like to have developed, but indicated that they may need some additional information when they begin developing unit-level Assessment Guidebooks.

In planning the January 2017 workshop, the Committee supported the following topics:

- Allowing time for Dr. Carver to address the audience;
- Providing an update on the SACSCOC status of the institution, including a discussion of what has happened so far, upcoming due dates, and the status of Fifth Year Interim Report preparations; and
- Introducing the Assessment Guidebook template, including the rationale behind the creation of such guidebooks, and allowing time for participants to begin developing their own guidebooks.

The Committee also discussed the May 2017 Assessment Day. Committee members supported the use of an “expert” in assessment as a judge. Members also indicated the need for detailed rules such as the maximum size of the poster and a rubric for judging entries. Members

suggested that the Assessment Day competition be discussed during the January workshop to allow those present to provide input on what they would like to see happen during the event.

The meeting adjourned at 3:05 p.m.