

Assessment and Improvement Committee
on
Administrative Support and
Academic and Student Service Unit Assessment

Charge of the Committee:

1. Provide leadership in the review, evaluation, and use of data for continuous improvement and accountability for effectiveness and unit assessment plans.
2. Ensure consensus about what the institution expects units to represent or demonstrate along the continuum of their unit's mission.
3. Use the assessment results to verify effectiveness and to identify patterns of strengths and weaknesses in order to improve evaluation and assessment.
4. Provide quarterly, semi-annual, or annual reports to the Office of Assessment and Accreditation in order to document changes, strengths, and weaknesses of unit outcomes.
5. Disseminate results of the outcomes assessment process in every aspect of each unit in order to use the assessment process to inform the strategic planning process.

Functions:

The Assessment and Improvement Committee on Administrative Support and Academic and Student Service Units serves in an advisory and monitoring role regarding unit assessment matters. The committee's work supports activities pertaining to SASCOC standards of administrative effectiveness and student outcomes and does not supplant the work of existing committees with a target role in assessment or the work of specialized accreditation committees. The committee's responsibilities: assist with the coordination of assessment and activities, completion of the **Outcomes Assessment Compliance Audit Summary** to ensure each administrative support and academic and student service unit assessment report reflects workability and clarity, recommends strategies for evaluative improvement, completes the **Annual Appraisal of Assessments Report**, and submits recommendations to the Executive Cabinet.

Membership for 2019-2020

The members of the Assessment and Improvement Committee on Assessment and Improvement Committee on Administrative Support and Academic/Student Service Units.

	President Glover, Ex-Officio		
a.	Vice President for Academic Affairs (Alisa Mosley)	m.	Executive Assistant to the President (Arlene Nicholas-Phillips)
b.	Chief of Staff (Curtis Johnson)	n.	Administrative Assistant IV Office of Assessment and Accreditation (Linda L. Porter)

c.	Associate Vice President for SMART Technology Innovation and Dean of Graduate School and Graduate Professional Studies (Robbie Melton)	o.	Assoc Vice President for Human Resources (Linda Spears)
d.	Assistant Vice President for Recruitment (Terrence Izzard)	p.	Director of Disability Services (Anita McGaha)
e.	Associate Vice President for Student Affairs (Carolyn Davis)	q.	Interim Assistant Dean Graduate School Dean of Graduate Professional Studies (John Tiller)
f.	Associate Vice President of Financial Services (Bradley White)	r.	Director, Emergency Management System (Thomas Graham)
g.	Director of Assessment and Accreditation (Charlise Anderson)	s.	Executive Director Online Professional Studies (Deborah Chism)
h.	Adult Retention Coordinator (Triba Gary)	t.	Coordinator, Human Resources (Tracy Harris)
i.	Coordinator, Extended Education (Tiffany Terrell)	u.	Executive Director International Programs (Jewell Winn)
j.	Director for Women's Center – Student Affairs (Seanne Wilson)	v.	Director Center of Excellence (Kimberly Smith)
k.	Director, ID/Access Control (Eddie Cribbs)	w.	Executive Director Dual Enrollment Partnerships (Johnnie Smith)
l.	Director of Research and Sponsored Programs (Phyllis Danner)		