

UT MARTIN ASSESSMENT NEWSLETTER

FEBRUARY 2018

Scholarfest Assessment Day—Mark Your Calendars!

The UT Martin Scholarfest organizers once again have agreed to combine our Assessment Day celebration with the Scholarfest activities. Scholarfest Assessment Day will be Friday, April 20, in the University Center Ballroom. All units are invited to create and display a poster that describes one of your best assessment accomplishments.

All faculty, staff, and students are invited to attend Assessment Day and see the posters. We will provide ballots, and you are invited to vote for up to three different posters that, in your view, best represent the assessment process. The posters receiving the most votes will be eligible for prizes (\$2500 first place, \$1500 second place, and \$1000 third place awarded to the units submitting the posters). Scholarfest activities will be occurring on that day as well, so we invite you to take part in those activities and help UT Martin celebrate our students' research and creative activities.

Scholarfest Assessment Day Important Dates

*Deadline to notify Assessment Office that you
need a display board:
March 30*

*Deadline to submit completed entry form:
April 13*

SCHOLARFEST ASSESSMENT DAY:
APRIL 20, 2018
11:30 – 2:00
UC Ballroom

If you have questions about entering a poster, please contact Stephanie Kolitsch (styler@utm.edu) or Patty Flowers (pflowers@utm.edu). An entry form is on the

bottom of the second page of this newsletter. Entry forms are due April 13. We have also attached additional information about the Assessment Day poster session to this Newsletter.

The SACS Coordination Office has tri-fold display boards available for your poster; just let us know that you need one. The last day to let us know you need a display board is Friday, March 30.

Upcoming SACSCOC meetings

Don't forget that UT Martin (through Dr. Carver's office) is supporting two individuals' attendance at SACSCOC institutes. The 2018 SACSCOC Summer Institute on Quality Enhancement and Accreditation is in Atlanta, GA, July 22-25, 2018 (<http://www.sacscoc.org/institute.asp>). We have heard from several people who are interested in attending but have only received one complete application. We have extended the application deadline, so if you are interested in attending, please send your name and email address, your unit, and 2-3 sentences describing why you are interested to Stephanie (styler@utm.edu) or Patty (pflowers@utm.edu) **BY MARCH 16**. As a reminder, the 2018 SACSCOC Annual Meeting will be December 8-11, 2018, New Orleans, and we will be asking for applicants in early Fall.

What do learn by attending? Here are some comments from two of our most recent attendees:



In December 2017, I had the opportunity to attend and represent UTM at the SACSCOC December conference. Having not attend one of these conferences before, I did not know what to expect. Upon registering and receiving my conference

materials, I quickly learned how many different sessions and seminars were being offered relating to accreditation and assessment and other topics specific to college campuses.

Having been appointed to one of UTM's Assessment Committees, I felt attending this conference would be a great opportunity for me to see first-hand how this process worked. I must say this was one of the most informative and enlightening conferences I have ever attended. From the wealth of knowledge shared to the interaction with others from colleges and universities, the conference was enjoyable. I would recommend to anyone involved in assessment on our campus to attend one of these conferences. You will appreciate what Stephanie and Patty are doing and gain a better understanding of the whole assessment process.

--Joe Henderson

One thing that struck me as unique about the SACSCOC Annual Meeting was the palpable energy that was evident with the pending passage of the updated standards. Having dealt with a



SACSCOC accreditation visit just two years ago with my previous employer, I can't say how much I appreciate them finally addressing the redundancy of answering the same question multiple times while completing their required paperwork. One challenge that emerged during the meeting addressing libraries involved how we addressed dual-credit students. Dr. Crystal Baird, one of the SACSCOC Vice Presidents, said we needed to treat dual-credit in the same manner as an off-campus center. If that is in fact going to be the SACSCOC perspective for not only libraries but institutions as a whole, that has the potential of opening up a whole batch of new assessment issues.

--John Burch

SACSCOC MEETINGS

Summer Institute: July 22-25, Atlanta
Get your application in by March 16

Annual Meeting: December 8-11, New Orleans
Watch for a call for applications

**Scholarfest Assessment Day Poster Entry Form
DUE FRIDAY APRIL 13**

Name of Unit:	
Poster Title:	
Contact Person:	
Email:	
Phone Number:	
Campus Address:	
Do you need a tri-fold poster board? (Yes / No)	

Please return your entry form to Stephanie Kolitsch (styler@utm.edu) or Patty Flowers (pflowers@utm.edu) in the SACS Accreditation Office (310 Administration Building).

Scholarfest Assessment Day Poster Guidelines

<p>When Is Assessment Day?</p> <p>Friday, April 20, 2018</p>	<p>Where Is Assessment Day?</p> <p>Boling University Center Ballroom</p>	<p>What Time?</p> <p>Set-up: 11:00 a.m.-11:30 p.m. Judging*: 11:30 p.m.-2:00 p.m. Take down: 2:00 p.m.-2:30 p.m.</p>
---	---	---

**We ask that you have someone available between 11:30 and 2:00 to talk to audience members about your poster and your unit.*

<p>How Big Can I Make My Poster?</p> <p>36 inches tall by 48 inches wide (maximum dimensions)</p>	<p>What Do I Put On My Poster?</p> <p>Your poster <u>must</u> illustrate at least one instance of the use of assessment data to inform decisions for the unit (closing the loop). Choose an event or outcome of which you are particularly proud and that you wish to share with the university and community. Include evidence that your decision was effective (before and after data). Your unit may submit more than one poster.</p>
--	---

*The SACS Accreditation Office is providing trifold poster boards. Let Stephanie (styler@utm.edu, 7477) or Patty (pflowers@utm.edu, 3477) know **BY MARCH 30** if you want one. **All other expenses associated with printing or decorating the poster are the responsibility of your unit.***

<p>How Will Posters Be Judged?</p> <p>Posters will be judged by those in attendance. Audience members will be asked to vote for up to 3 posters. Awards will be given to posters receiving the highest number of votes. In the case of a tie, award money will be divided equally among those in the tie. Award money is transferred to your unit's account from the Chancellor's Office (First Place: \$2500; Second Place: \$1500; Third Place: \$1000).</p>	<p>Sounds Great! How Do I Enter?</p> <p>Complete the entry form below and return it to the SACS Accreditation Office by campus mail (310 Admin. Bldg.) or by email (styler@utm.edu or pflowers@utm.edu). You must complete one entry for EACH poster you intend to submit.</p> <p style="background-color: yellow; text-align: center;">Entries MUST BE RECEIVED by Friday, April 13, 2018.</p>
--	---

Participation in Assessment Day activities is not required. However, we would LOVE to have you participate either with a poster or as a judge (or both)!

.....

Images from Scholarfest Assessment Day 2017



Helpful Hints for Poster Design

Your poster should tell a piece of your assessment story. The reader should be able to look at your poster and determine:

- the title of your poster
- your goal or outcome (what were you trying to achieve)
- your assessment (what did you measure and how did you measure it)
- your data and analysis (what did you learn from your assessment)
- your conclusion (what did you do about what you learned)
- your follow-up (if you've reassessed since you enacted a change, did it make a difference)

The information you present should be easily absorbed and understood by the reader. Here are a few tips:

- Include the name of your unit! You may also want to include the mission or purpose of your unit for those who are unfamiliar with what you do.
- Use large type. (The type should be easily readable by a person standing a few feet away.)
- Use bold font to bring attention to particular details.
- Don't be afraid to experiment with different fonts, font colors, etc. (but don't go overboard!)
- Use graphics to present information when appropriate.
- Use bulleted lists if appropriate.
- Don't use long sentences; sentence fragments are fine if they communicate your intent.
- Minimize "clutter"—don't lose your story by including too much information.
- Be creative! You can use color, pictures, graphs, drawings, etc. to draw attention to your good work and to emphasize the points you are trying to make.
- Check your spelling!

Sample Ballot

Thank you for attending Assessment Day! We are very proud of the efforts our campus units make to improve service to our students.

Please examine the posters presented by our campus units. As you look at the posters, consider the unit's goal(s), assessment(s), and the use of data to inform decisions. In some cases, units will have provided follow-up evidence of the impact of those decisions. You may vote for up to three (3) posters that you believe illustrate the most effective use of data to inform decisions. Ballots containing more than 3 votes total or more than 1 vote for the same poster will be eliminated from consideration.

____ Poster 1 (Names of Units will be listed)

____ Poster 2

____ Poster 3

____ Poster 4

____ Poster 5

____ Poster 6

Comments or Suggestions: