

**Assessment Coordination Committee
on
Administrative Support Services**

Membership:

Associate Vice Chancellor for Academic Affairs
Director, Institutional Research
Assessment Coordinator
Coordinator, SACS-COC Accreditation
Vice Chancellor for Finance and Administration
Vice Chancellor for University Advancement
Equity and Diversity Officer
One representative from each of the following areas:
Business Affairs
Human Resources
Information Technology Services
Physical Plant
Public Safety
Student Engagement
University Relations

Charge of the Committee:

1. Provide leadership in the review, evaluation, and use of data for continuous improvement and accountability for administrative support services.
2. Monitor assessment of administrative unit operations in meeting goals and objectives for the following units: Business Affairs, Student Engagement, Physical Plant, Human Resources, Information Technology Services, University Relations, Public Safety, and University Advancement.
3. Use the assessment results to verify administrative unit operations and to identify patterns of weakness in order to improve services.
4. Determine how outputs in the form of products, services, and information will be received and measured by students and other customers.
5. Provide an annual report to the Assessment Oversight Committee documenting changes, strengths, and weaknesses of administrative support services.
6. Disseminate results of assessment of administrative unit operations in order to inform the budget process.