

Administrative and Academic Support Assessment Committee (AASAC)

Minutes

02.17.2022

1. Roundtable – Updates from units
 - Each AASAC member provided an update of the work of the units that make up their divisional committees. All representatives reported that assessments are being conducted by the units in their division. Jessica prompted them to begin to think about how they will encourage their units to use assessment for improvement at the unit level and how they will use the assessment findings to improve the division.
2. Refresher and Updates since last meeting
 - Jessica reminded the group of the role of the AASAC committee, the assessment cycle and upcoming steps in the assessment cycle.
 - Jessica reminded the group that the university satisfaction surveys have been complete and shared with campus. These surveys included embedded questions from various units that are assessment measures. Additionally, Jessica reminded the group that their assessment plan should include all populations they serve including students, faculty, and staff regardless of location or modality.
3. Resources
 - The group discussed training needs moving forward into the end of the year. The group requested an example of a “good” assessment report that could be provided to their units, and a DRC Divisional Summary template to guide their work.
 - The group suggested that training be available at the request of units but not mandated as some units are better versed in assessment and the assessment system than others and may not need training.
4. Next steps
 - Jessica reminded the committee of upcoming due dates.
 - i. Assessment Reports Due June 1st
 - ii. DRC Divisional Summaries Due June 30th
 - iii. AASAC End of Year Review July 15th
5. Other Business or questions?
 - No other business was brought forward and no additional questions were provided.
6. Next meetings
 - The group determined that a May meeting was not needed but did discuss the July 15th year end review including the high-level agenda included below. Lunch will be provided.
 - i. July 15th for End of Year Review
 1. Review Divisional Summaries

- ii. Discuss how assessment is being used for improvement divisionally
- iii. Discuss how division level findings are informing university level planning and resource allocation
- iv. Recommendations regarding the assessment process