

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, November 8, 2010, 10:00 – 11:00 a.m.
Office of the Provost Conference Room

In attendance: Ray Bonhomme (Chair), Randy Alford, Jody Bagdonas, Monica Baloga (non-voting), Rodney Bowers, Brian Ehrlich (conference call), Wendy Helmstetter, Tom Marcinkowski, John Milbourne, Rodd Newcombe, Rick Rummel, Beverly Sanders, John Windsor, Leslie Savoie (non-voting)

Absent: Tristan Fiedler, Bob Rowe

Dr. Bonhomme began the meeting by introducing Jody Bagdonas as the IT representative who will sit on the committee. He also stated that Bob Rowe had agreed to serve as the Admission representative, but was unable to attend the meeting because of previous obligations. The Chair then turned the meeting over to Dr. Monica Baloga who led the discussion on the AASAC Mission, Vision and Goal Statements. Each statement was revised and unanimously approved by all voting members attending the meeting. See the appended document for the revised statements.

Dr. Baloga then directed the committee to review the document that defined roles of the AASAC members, Assessment Coordinators, and Divisional Review Committee members in preparation for the next meeting. If time permits, there will also be discussion on generating assessment inventories in each of the administrative and academic support units that were listed in the AASAC Divisional Review Committee document.

No other action items were given. The next meeting is scheduled for Monday, December 13, 2010. The scheduled start (either 10 a.m. or 11 a.m.) will be determined as the date nears. The committee members are asked to reserve from 10 a.m. to 12 p.m. for the meeting that day.

Administrative and Academic Support Assessment Committee

Policies and Procedures

Mission

The purpose of the Administrative and Academic Support Assessment Committee (AASAC) is to define and implement policies and procedures needed to maintain a robust administrative and academic support assessment process, to review the quality of assessment plans submitted by these units, and to report annually to the Provost's office the status of the assessment process as these pertain to student development and/or the sustainability of the institution. **The committee** is comprised of representatives from administrative units, online learning, and academic support services who oversee and assist administrative and academic support units within the institution of Florida Institute of Technology (Florida Tech).

Vision Statement

The AASAC's vision is to foster and sustain a productive "culture of assessment" at Florida Institute of Technology by emphasizing the positive value of the assessment process on the efficiency of administrative and academic support units as this process pertains to student development and/or the sustainability of the institution.

Goal Statements

1. To oversee the definition, review, revision, and implementation of policies and procedures that help maintain an administrative and academic support assessment process at Florida Tech.
2. To assist administrative and academic support units with assessment of student development and/or sustainability of the institution by reviewing the quality of, and providing feedback on, unit assessment plans.
3. To recommend appropriate actions to the Provost's office that are critical for sustaining the assessment process at Florida Tech.