

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, December 13, 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, Tristan Fiedler, Wendy Helmstetter, John Milbourne, Rodd Newcombe, Rick Rummel, Beverly Sanders, John Windsor, Leslie Savoie (non-voting)

Absent: Tom Marcinkowski, Bob Rowe

The Chair, Dr. Ray Bonhomme, began the meeting by commenting on the recent institutional reorganization, which may result in changes to the current AASAC membership and more appropriate reorganization of the members serving on Divisional Review Committees. He commented that this would be brought up with Provost McCay, and decisions would be made before the next meeting in January. The Chair then turned the meeting over to Dr. Monica Baloga, who coordinated the rest of the meeting.

Dr. Baloga first asked if there were any comments on or changes to the November meeting minutes. The members unanimously voted to approve them unchanged and with no additions.

Dr. Baloga then introduced the web-based assessment management system, WEAVEonline, and demonstrated how it will be used (1) to input operational and learning outcomes, measures, and achievement targets, (2) to align those outcomes with the university mission, with SACS standards, with Initiatives in the Strategic Plan, etc., (3) to input data associated with assessment of outcomes, and (4) to upload action plans based on the results of assessment. She also showed the reporting function that would allow administrators to quickly determine the number and identity of units who have or have not submitted assessment-related items and to see their status as a “draft” or “final” submission.

The meeting continued with discussion on the document outlining the roles and responsibilities for AASAC members, Assessment Coordinators, and Divisional Review Committees. Each section of the document was separately revised and unanimously approved by all voting members attending the meeting. See the appended document for the revised sections.

No action items were given. The next meeting will be scheduled in January on a Monday, from 10-11 a.m. Committee members will be informed of changes to membership before that time.

Administrative and Academic Support Assessment Committee

Administrative and Academic Support Assessment Committee Member

The Administrative and Academic Support Assessment Committee (AASAC) is comprised of representatives from administrative units, online learning, and academic support services. These representatives are appointed by the Provost. The duties of the AASAC members are

- to serve as chair and/or coordinator of a Divisional Review Committee; organizes the DRC reviews of assessment results and assessment plans;
- to apprise the administrative unit head of issues and updates related to the continuous quality improvement process;
- to provide assistance and guidance to the administrative or academic support unit on the assessment policies and procedures;
- to provide timely communication of all AASAC mandates, instructions, and deadlines to Assessment Coordinators and others as appropriate;
- to maintain a current list of DRC members in the administrative and academic support units and updates the list with AASAC Chair each fall or whenever changes are made;
- to establish internal submission deadlines for initial and final submissions of assessment results reports and plans;
- to report the DRC consensus reviews to the AASAC at the close of the assessment cycle;
- to serve as the liaison for any unit or program in his or her college or division that requires assistance in the development of plans, analysis of collected data, documentation of assessment results, and navigation of the web-based assessment management system;
- to work with Director of CTLE (Center for Teaching and Learning Excellence) and the Assessment Specialist to coordinate training for Assessment Coordinators and other appropriate groups.

ASSESSMENT COORDINATOR

Assessment Coordinators (ACs) for an administrative and academic support unit will be appointed by the corresponding unit head. The number of ACs for a unit will also be decided by the unit head. At the recommendation of the members of the Administrative and Academic Support Assessment Committee, Assessment Coordinators should be very familiar with the unit to which he or she is assigned.

The duties of an Assessment Coordinator are

- to enter assessment plans in the web-based assessment management program.
- to collect and coordinate assessment data from staff responsible for implementing assessment measures.
- to examine the data in terms of operational outcome statements.

- to lead a group review of the results with staff from their unit.
- to lead a group review of the assessment plan and measures and to make appropriate changes that may be indicated by the assessment data and results.
- to enter the collected assessment data and results in the web-based assessment management program for review by unit heads and the Office of the Provost.

DIVISIONAL REVIEW COMMITTEE

A Divisional Review Committee (DRC) is comprised of all Assessment Coordinators (ACs) from administrative and academic support units that make up a particular division. There are five administrative and academic support Divisional Review Committees. These are as follows:

Academic and Administrative Support
Student Support
Financial
Resources
QEP

The DRC is responsible for the following:

- reviewing and evaluating the quality of assessment plans for each administrative and academic support unit within its division.
- assisting faculty and staff in adhering to specific review criteria.
- comparing the results and plans to those of the previous year.