Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, January 24th, 2011, 10:00 – 11:00 a.m.
Office of the Executive Vice President Conference Room

In attendance: Ray Bonhomme (Chair), Jody Bagdonas, Monica Baloga (non-voting), Rodney Bowers, Brian Ehrlich, Tristan Fiedler, Wendy Helmstetter, Tom Marcinkowski, John Milbourne, Rodd Newcombe, Joni Oglesby, Bob Rowe, Rick Rummel, Beverly Sanders, John Windsor, Leslie Savoie (non-voting)

Absent: John Windsor

The meeting began promptly at 10:00 a.m.

The Chair, Dr. Ray Bonhomme, began the meeting by restating that, due to the recent institutional reorganization, changes to the current AASAC membership had occurred. Thus Dr. Randy Alford is no longer serving on the committee, while Dr. Joni Oglesby has been added. The committee members introduced themselves to both her and Mr. Bob Rowe, who was in attendance for his first meeting as well. After the introductions, Dr. Bonhomme then turned the meeting over to the meeting coordinator, Dr. Monica Baloga.

Dr. Baloga began by briefly describing the history of the committee for the newest members, outlining that a mission, vision, goal statements had been written and approved and that roles that been determined for committee members, Divisional Review Committees, and Assessment Coordinators. All of this information can be found in the previous meeting minutes found on the AASAC website at www.fit.edu/aasac.

Following this, Dr. Baloga opened discussion on the reorganization of the units within the Divisional Review Committees to fit the recent reorganizations (see attached list for amendments). Ms. Beverly Sanders first mentioned that University Relations, listed as a subset of Advancement under the Financial DRC should be moved to the Student Support DRC as part of the Marketing unit and Advancement Services should be added to that subset. Because of her oversight of Facilities, Dr. Joni Oglesby requested that she be added to the Resources DRC, indicating that although she may not be able to meet with this committee every time, she wanted to be included.

As discussion continued, Dr. Tristan Fiedler suggested that a checklist be created whereby units could indicate what their primary functions are (e.g. academic, administrative, student support, etc.) to more appropriately place these groups into the proper DRC categories. Mr. Rick Rummel suggested that this might use up more time than necessary and suggested instead that the committee work out the most obvious changes in the meeting and consider changes as the assessment process is developed.

Discussion on placement of the Library as part of the Student Services DRC or the Academic and Administrative Support DRC ensued, followed by Mr. Jody Bagdonas request that Information Technology also be considered as part of the Academic and Administrative Support

DRC. Both Mr. Bagdonas and Ms. Wendy Helmstetter indicated that much of the work within these units focus on academic/administrative support with a smaller portion dedicated to student support services. It was decided to move them both to the latter DRC category, with a caveat that they, or a representative from their units, will be called upon to develop an assessment plan for the student support service portion of their units.

Dr. Baloga then asked the AASAC members to meet separately before the next AASAC meeting and began drafting list of possible members to serve on their respective DRCs according to the units assigned to them **[Action Item]**. She also asked the AASAC serving on the DRCs to assign a Chair or co-Chairs **[Action Item]**. *(As a reminder from previous meeting's discussion, DRC Chairs should be members of the AASAC. However, Coordinators can be assigned to lead the meetings.)* Discussion ensued on suitable ways of asking staff to serve on these committees. As a comparison to the University Assessment Committee's process, it was related that the Deans were asked to nominate members to the DRCs, as a courtesy. The UAC members highly recommended that at least one representative from an academic department or program is a Department Head or Program Chair. While the CoE and CoS DRCs follow this model, the CoPLA, CoB/ESD, and CoA DRC members consist of Heads, Chairs, and faculty. It was recommended to this committee that DRC members be either nominated or approved by unit heads before asking them to serve.

Dr. Baloga then announced that although the Assessment Inventory had been a continual agenda item since the inception of the committee, it was probably premature to consider generating a list until outcome statements had been established for each unit. It will be revisited at that time.

Dr. Baloga then asked the committee to consider a guest speaker and/or workshop possibilities from an experienced consultant from the University of Central Florida, whose assessment program is recognized as a benchmark. Concerns were raised that the UCF model, currently followed by our academic programs, can be confusing and may not always be appropriate for this institution's needs. The concerns were noted, but it was determined that any expertise in this area would be welcomed by the committee members as well as potential DRC members. The committee members unanimously voted to pursue the hiring of a guest speaker/consultant.

The next meeting will be scheduled for February, 28, 2011 from 10-11 a.m.

The meeting was adjourned at 11:02 a.m.

Respectfully submitted,

Monica Baloga, Coordinator

Action Items:
1) **AASAC members separately meet before the next AASAC meeting to draft a list of potential members to the five Divisional Review Committees.**
2) **Appoint Chairs or co-Chairs to the DRCs.** *(**Note: DRC Chairs should be members of the AASAC. However, Coordinators can be assigned to lead the meetings.)***

AASAC Divisional Review Committees

1. Academic and Administrative Support
   AASAC members: Jody Bagdonas, Brian Ehrlich, Tristan Fiedler, Wendy Helmstetter, Joni Oglesby
   Units covered: Institutional Research
   Online Learning
   Research
   Copy Center
   Human Resources
   Library
   Information Technology

2. Student Support
   AASAC members: ~~Jody Bagdonas~~, Rodney Bowers, ~~Wendy Helmstetter~~, Rodd Newcombe, Joni Oglesby, Bob Rowe, John Windsor
   Units covered: Registrar
   CAPS
   Athletics
   Clemente Center
   Marketing/University Relations
   ~~Library~~
   Admissions
   Career Services
   International Student Services
   Financial Aid
   Academic Support Center
   Student Activities
   Health Center
   Food Service
   Residence Life
   Campus Security
   ~~Information Technology~~
   Graduate Programs

3. Financial
   AASAC members: Rick Rummel, Beverly Sanders
   Units covered: Advancement (Development, Alumni, ~~University Relations~~, Advancement Services)
   Property
   Financial (Controller, Purchasing, Student Accounting, Risk Management)

4. Resources
   AASAC members: John Milbourne (with subcommittee), ~~Joni Oglesby~~
   Units covered: Facilities
   Architect
   Environmental Safety/Security

5. Quality Enhancement Plan (QEP)
   AASAC member: Tom Marcinkowski