

Meeting Minutes for the  
Administrative and Academic Support Assessment Committee Meeting  
Monday, April 25, 2011, 10:00 – 11:00 a.m.  
EVP/CFO Conference Room

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

The meeting began at 10:00 a.m.

Dr. Monica Baloga reported that Dr. Ray Bonhomme, who is retiring, would no longer serve on the committee, thus the role of Chair has been turned over to her.

Introductions were made to the newest member representing Facilities Management, Rob Ghiotto.

Comments were solicited from the Chair about the previous meeting's guest speaker, Dr. Patrice Lancey from UCF who presented the administrative assessment process in operation at UCF. One opinion was that the UCF model, because of the large scale and additional resources, was not very relevant to Florida Tech. There was disappointment that the presentation was not geared more toward our needs and the current structure that Florida Tech has in place. The Chair responded that this was due to her direction to Dr. Lancey to present UCF's model since Florida Tech does not have a centralized one in place. Another member thought it beneficial to learn about an established, functioning model, but noted that it was challenging to distinguish the terminology used to define assessment-related items. The Chair offered to create a glossary of terms for the committee's use.

The Chair drew attention to the handout left by Dr. Lancey that could be used as a template for drafting learning or operational outcomes and measures. The committee then viewed and discussed outcome, measure, and target statements from archives posted on UCF's website at [http://www.assessment.ucf.edu/assessment\\_archive/assessmentarchive.aspx](http://www.assessment.ucf.edu/assessment_archive/assessmentarchive.aspx). The following timeline for creating assessment items and beginning the assessment process was determined:

May 31, 2011 – Divisional Review Committee membership list [**Action Item**]  
Summer 2011 – with input from DRC members, draft assessment items, i.e.  
outcome and measure statements and achievement targets, for each unit  
Fall 2011 – DRCs review assessment items  
January, 2012 – begin assessment process

The next meeting is scheduled for Tuesday, May 31<sup>st</sup>, 2011 from 10-11 a.m.

*Respectfully submitted,*

*Monica Baloga, Chair*

**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.*)**

Note: these are the same Action Items from the January 24<sup>th</sup> meeting.