

Meeting Minutes for the  
Administrative and Academic Support Assessment Committee Meeting  
Monday, May 31, 2011, 10:00 – 11:00 a.m.  
Link Library Multimedia Classroom (Room 204)

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

Absent: Rob Ghiotto, Joni Oglesby, Rick Rummel, John Windsor (excused)

#### I. Approval of April 25, 2011 minutes

After explaining changes to the minutes to reflect that Mr. Rob Ghiotto was not replacing Mr. John Milbourne but instead would serve as a member also representing Facilities, the Chair asked the committee for any additional changes. A brief discussion ensued about feedback on the guest speaker in February, but no changes were requested. The Chair asked for a motion to pass the minutes. It was motioned, seconded, and all voting members approved.

#### II. Divisional Review Committees membership

The Chair announced the DRC membership for four of the five committees, asking for corrections/additions. During this process, it was decided that Campus Security would be moved to the Resources DRC where Mr. Kevin Graham would serve as that representative. The Student Support DRC still was not fully populated with committed members, but Mr. Rodd Newcombe will continue to work on it. The most current list of members for all DRCs is attached to the minutes.

#### III. Assessment Items

In preparation for DRC work this summer, the Chair indicated that the AASAC, which sets policies and procedures, needed to decide on “Required” assessment items for its units. As an example, the Academic Programs Assessment Committee (APAC) voted to require that all degree programs have curriculum maps and learning outcome statements, but mission statements only applied to academic departments/divisions. After much discussion focusing on the differences between “goals”, “objectives”, “intended outcomes”, and “actual outcomes”, Dr. Tom Marcinkowski suggested that this process be as stream-lined and efficient as possible. With that suggestion, the Chair asked for a motion to vote on requiring (1) Mission statements and (2) Objectives/Intended Outcomes for all administrative and academic support units. Of the 10 voting members in attendance, nine voted to approve and one voted not to approve, thus, the motion was passed.

#### IV. Action Items for DRCs

The Chair handed out the newly approved university mission statement and indicated that each unit should, if they already have not done so, draft a mission statement that is in alignment with

it. Units that already have mission statements are asked to review them in light of the new university mission statement.

DRC units are also tasked with creating a list of Products and Services, grouped accordingly, to be review by this committee and the COO's office. An assessment inventory of each unit should also be done to determine what measures, if any, are currently in use. These should be available to the AASAC at their next meeting on Monday, June 27<sup>th</sup>.

#### V. Discussion of Workshop Possibilities

The Chair reminded everyone that workshops, led by Dr. Pat Lancey from UCF, could be made available to interested DRCs. Please make your interest known as soon as possible so that timely arrangements can be made.

VI. Next Meeting: Monday, June 27<sup>th</sup>, 2011 from 10-11 a.m.

*Respectfully submitted,*

*Monica Baloga, Chair*

#### **DRC ACTION ITEMS, due June 27<sup>th</sup>:**

- 1) Draft mission statements for units.**
- 2) Create list of Products and Services for each unit.**
- 3) Do an assessment inventory for each unit.**

## **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: Rodney Bowers, Rodd Newcombe, Joni Oglesby, Bob Rowe, John Windsor

Units covered: Registrar  
CAPS  
Athletics  
Clemente Center  
Marketing/University Relations  
Admissions  
Career Services  
International Student Services  
Financial Aid  
Academic Support Center  
Student Activities  
Health Center  
Food Service  
Residence Life  
Graduate Programs

### **3. Financial**

AASAC members: Rick Rummel, Beverly Sanders

Units covered: Development (Development, Alumni, Development Services)  
Property  
Financial (Controller, Purchasing, Student Accounting, Risk Management)

### **4. Resources**

AASAC members: John Milbourne, Rob Ghiotto (with subcommittee)

Units covered: Facilities  
Architect  
Environmental Safety  
Campus Security

### **5. Quality Enhancement Plan (QEP)**

AASAC member: Tom Marcinkowski

DRC Membership List (started 05/13/11)

1. Academic and Administrative Support: complete  
Jody Bagdonas, Brian Ehrlich, Tristan Fiedler, Wendy Helmstetter (Chair), Joni Oglesby, Carolyn Lockyer, Leslie Savoie, Beverly Hung, Greg Graham, Fonnice Boyce
2. Student Support: not complete  
Rodney Bowers, Rodd Newcombe (Chair), Joni Oglesby, Bob Rowe, John Windsor, Greg Connell, Rosemary Layne
3. Financial: complete? Chair?  
Rick Rummel, Beverly Sanders, Ken Stackpoole, Dotty Allen, Bino Campanini, Ali Faisal
4. Resources:  
John Milbourne (Chair), Rob Ghiotto, Greg Peebles, Greg Tsark, Kevin Graham
5. QEP:  
Tom Marcinkowski (Chair), Leslie Savoie, Monica Baloga, CJ Colley