

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, June 27, 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, Beverly Sanders, Leslie Savoie (non-voting)

Absent: Rob Ghiotto, Joni Oglesby, Bob Rowe, John Windsor (excused)

I. Approval of May 31, 2011 meeting minutes – all voting members approved

II. Divisional Review Committees updates

The Chair opened the floor to the DRC Chairs in order to report progress on Action Items from the May meeting.

- a. Academic and Administrative Support DRC: Ms. Helmstetter reported that all but one unit (Research) has submitted their mission statements, lists of Products and Services, and Assessment Inventories.
- b. Student Support DRC: Because the DRC Chair, Mr. Newcombe, was on vacation during much of June, the AASAC Chair met with this DRC on June 17th. Because this meeting was held much later than most DRC meetings, these units were not expected to meet the June 27th deadline, but they will be expected to have their final mission statements submitted to the AASAC by July 18th.
- c. Financial DRC: Ms. Sanders reported that the Development units in this DRC have completed their assessment items. She then asked about the progress of the Financial units in this DRC. The AASAC Chair informed the entire committee that changes were occurring that would necessitate a meeting with this DRC to get it functioning as one committee. Dr. Baloga will follow up with Ms. Sanders after a preliminary meeting with the Financial units on Wednesday, June 29th.
- d. Resources DRC: Mr. Milbourne reported that all but one unit (Architect) has submitted their assessment items.
- e. QEP DRC: Dr. Marcinkowski reported that he submitted the QEP mission statement and goals to the DRC, but had not received comments back on its review.

III. Policy/Procedure Discussion and Vote

The Chair brought up several policies for committee vote and procedures for discussion. The minutes reflect the voting outcome while the attached *AASAC Policies and Procedures* document contain the policies set forth by the approval of the committee.

- a. Voting Policies: the committee voted on what constitutes a quorum and approval of policies and items by majority vote. The policy was unanimously approved.

- b. Rubric for reviewing Mission Statements: after discussing the order of rankings on the rubric, the voting members unanimously voted to adopt the criteria for evaluating mission statements with the ranking ordered from “Developing” to “Exemplary”. Please see attached *AASAC Assessment Plan Evaluation Rubric*.
- c. Number and type of Objectives/Intended Outcomes: the voting members of the committee unanimously voted that the minimum of intended outcome statements for administrative and academic support units will be set at three. While most, if not all, of these will be categorized as operational outcomes, the committee strongly encourages those units with a large learning service component that at least one of the outcomes focuses on learning.
- d. Number and type of Measures: The voting members unanimously voted that each intended outcome will have two measures. The types of measures used will be voted on during the next meeting after the committee has had time to review literature describing the different types.

IV. Action Items for DRCs

- a. Mission Statements:
 - i. Review by DRC members using rubric
Using the rubric approved by the committee, the DRCs are tasked to review mission statements. All mission statements must meet the minimum rating of “Acceptable”. Supporting notations must be included on all rubrics rating any mission statement as “Developing”. A review procedure, in draft form, is included in the *AASAC Policies and Procedures* document attached to the minutes.
 - ii. Submit final statement to AASAC for approval at next meeting
Final mission statements for the administrative and academic support units are due by the next AASAC meeting on July 18th. These can be submitted to the AASAC through the appropriate DRC Chair.
- b. Objectives/Intended Outcomes
DRCs are encouraged to begin reviewing literature on writing intended outcomes, whether operational- or learning-based.

V. Next Meeting: Monday, July 18th, 10-11 a.m.

*Respectfully submitted,
Monica Baloga, Chair*

DRC ACTION ITEMS, due July 18th

- 1. Review mission statements using approved rubric.**
- 2. Make appropriate changes to meet minimum “Acceptable” standard.**
- 3. Submit final mission statements during AASAC meeting.**
- 4. Begin reviewing information about writing Objectives/Intended Outcomes.**

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.

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 or co-chair 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 academic 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 units.
- 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 composed of all Assessment Coordinators (ACs) from administrative and academic support units that make up a particular division. The co-Chairs of the DRCs are two of their corresponding AASAC representatives. There are five administrative and academic support Divisional Review Committees. These are as follows:

Academic and Administrative Support
 Student Support
 Financial

Resources
Quality Enhancement Plan (QEP)

The DRC is responsible for the following:

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

AASAC VOTING POLICIES

Two-thirds of the AASAC members, not counting non-voting members, represent a quorum. A majority vote of a present quorum of members constitutes approval or passing of an item.

ASSESSMENT POLICIES

1. Policy on Number of Objectives/Intended Outcomes and Number and Types of Measures

The minimum number of outcome statements per administrative and academic support units is three. For units with a strong learning component, the AASAC strongly encourages that at least one be a learning outcome statement. The minimum number of measures per outcome statement will be two. *The types of measures used are TBD.*

These were decided by a majority vote by the members of the AASAC in the summer of 2011.

2. Policy on Assessment Items (i.e., Mission, Vision statements, Measurement Statements that include Achievement Targets)

Mission statements at the university level, the college levels, the academic unit levels and administrative/academic support unit levels are required and should align with each other (i.e., admin/academic support unit to university, academic unit to college to university). The term “unit” is defined as an administrative or academic support office, an academic department, or an academic program within a school or college.

Vision statements were determined to be optional.

Goals were determined to be optional.

Measurement Statements that include Achievement Targets are required for each outcome statement.

ASSESSMENT PROCEDURES *(Draft)*

Assessment items (i.e., mission statements, outcome statements, measure statements with achievement targets) submitted by any unit within a DRC will be peer reviewed by different members of that respective DRC using an AASAC-approved Assessment Evaluation Rubric. The procedure for final approval of these items is outlined below.

1. The DRC Chair assigns the item to be peer-reviewed to one or two members of the DRC not associated with drafting that item.
2. The assigned members review the item using the AASAC-approved Assessment Evaluation Rubric.
3. The assigned members return the Rubric to the DRC Chair, marking the item as either “Developing”, “Acceptable”, or “Exemplary”. Any item marked “Developing” must have accompanying notes to defend that rating in order to help the unit submitting that item to make appropriate changes.
4. Any unit receiving a rating of “Developing” on any assessment item must make appropriate changes in order to achieve a minimum rating of “Acceptable”. The DRC Chair will work with that unit and any reviewing DRC members to help achieve that status.
5. All “Acceptable” and “Exemplary” rated assessment items will be submitted to the AASAC, by the respective DRC Chair, for final endorsement.
6. Once endorsed by the AASAC, the Assessment Coordinators for each unit will enter the items into the web-based assessment management system. This can be done with the help of the Assessment Specialist.
7. The AASAC Chair will mark each final item submitted on the web-based system as “Approved”.

AASAC Assessment Plan Evaluation Rubric

Program Name _____ Year _____

Mission Statement A concise statement outlining the purpose of the administrative or academic support units, who it serves, in what ways, and with what result.		
<input type="checkbox"/> Developing	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Exemplary
<ul style="list-style-type: none"> General statement of the intent of the administrative or academic support unit. Doesn't identify stakeholders. Too general to distinguish the administrative or academic support unit or too specific to encompass the entire mission. 	<ul style="list-style-type: none"> Statement of the administrative or academic support unit's purpose. Identifies stakeholders. Some distinction from other administrative or academic support units. 	<ul style="list-style-type: none"> Clear and concise. Statement of the administrative or academic support unit's purpose. Indicates primary functions or activities of the administrative or academic support unit. Identifies stakeholders. Aligned with respective professional organization and program-specific bodies, if applicable. Specific to the administrative or academic support unit (identifies what it does that separates it from others).
Notes:		