

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, July 18, 2011, 10:00 – 11:00 a.m.
Link Multimedia Classroom (Room 204)

In attendance: Jody Bagdonas, Monica Baloga (Chair, non-voting), Rodney Bowers, Tristan Fiedler, Greg Graham, Wendy Helmstetter, Tom Marcinkowski, John Milbourne, Rodd Newcombe, Beverly Sanders, Leslie Savoie (non-voting)

Absent: Brian Ehrlich, Rob Ghiotto, Bob Rowe, John Windsor (excused), Claire Wurmfeld

I. Approval of June 27, 2011 meeting minutes

Dr. Marcinkowski requested that “work” in section IIe. of the minutes be changed to either “comments” or “feedback”. All voting members present approved the minutes as amended.

II. Submission of Mission Statements and Products/Services

The Chair reported that she received mission statements and lists of products/services from the Facilities and Student Support DRCs via email. Wendy Helmstetter submitted paper copies for the units within the Administrative and Academic Support DRC. Beverly Sanders reported that the mission statements for Development had not been reviewed by the Financial unit representatives nor had she received theirs for review. She also stated that one DRC member was out on vacation, and the Chair added that the other was at a conference. The Chair indicated that she would continue to work with the Financial DRC to get everyone on track. Tom Marcinkowski reported that the QEP mission statement had been reviewed and, but because his DRC consists of one unit, there were concerns about potential biases. The Chair asked the committee members if they were comfortable with the QEP DRC members reviewing the mission statement using the approved rubric. The committee members indicated this was acceptable, especially since the committee gives final endorsement.

The Chair then reported that the mission statements and product/services lists would be given to the Assessment Specialist, who would upload them into WEAVEonline. Once uploaded, the Chair would email the committee members, asking them to review mission statements in preparation for endorsement at the next AASAC meeting. Once endorsed, the Assessment Specialist will mark these as “Approved” in WEAVE.

III. Policy/Procedure Discussion and Vote (30 minutes)

- a. The Chair brought up old business regarding the number of objectives/intended outcomes voted on during the June AASAC meeting. Because many offices consolidated into larger units when creating mission statements, there was a concern that three general objectives for the larger unit may not address the diversity

represented by the smaller areas in that unit. The committee members continued to uphold the vote of three objectives for each unit, but cautioned that if an area has unique functions that are not addressed by a general objective, it should create at least one specific to its function.

b. Type of Measures

The Chair reminded the committee that they voted to require two measures be used for each objective/intended outcome. She then opened the floor to discussion of the types of measures to expect. All present voting members approved that at least one the measures must be direct.

IV. Action Items

- a. Rough drafts of the three (or more) objectives/intended outcomes are due to the DRC Chair by August 29, 2011. These will be distributed for review upon committee approval of a rubric.
- b. After uploading mission statements into WEAVE, AASAC members must review them in preparation for endorsement at the next meeting on August 29, 2011.

V. Next Meeting: Monday, August 29, 2011; 10-11 a.m. in the Link Multimedia Room 204, Library.

Respectfully submitted,
Monica Baloga, Chair

DRC ACTION ITEMS, due August 29th

- a. Submit rough drafts of objectives to DRC Chair.**
- b. AASAC members review mission statements on WEAVEonline.**