

Meeting Minutes for the  
Administrative and Academic Support Assessment Committee Meeting  
Monday, November 30, 2011, 10:00 – 11:00 a.m.  
Link Multimedia Classroom (Room 204)

In attendance: Monica Baloga (Chair, non-voting), Rodney Bowers, Brian Ehrlich (via teleconference), Rob Ghiotto, Greg Graham, Wendy Helmstetter, Eric Kledzik, Tom Marcinkowski, Rodd Newcombe, Bob Rowe, Beverly Sanders, Leslie Savoie (non-voting), Claire Wurmfeld

Absent: Tristan Fiedler, John Milbourne, John Windsor

I. Approval of October 24, 2011 meeting minutes

All voting members present approved the minutes with no corrections.

II. Progress on uploading Objectives/Intended Outcomes

Varying degrees of progress were reported on the uploading of outcomes to WEAVEonline. The Chair stressed the importance of finishing this task and again stressed that Mr. CJ Colley, Assessment Specialist, was available to help either individuals or groups. This led into the discussion of action items IV on the agenda list next.

IV. Action Items

- a. Measures and Achievement Targets: upload to WEAVE by December 19<sup>th</sup>  
The committee wanted to delay uploading of these items by one week in order to fully complete the review and input processes.
- b. Endorsement of Objectives/Intended Outcomes by January 23, 2012  
After some discussion the committee decided it was only necessary to endorse the outcomes of each unit. It was also decided that the final endorsement would be called at our next meeting in January. This would give all units time to upload all assessment items and, because of the holidays, it would allow the committee to have time to look over the many outcome statements.

III. Discussion of Assessment Cycle Timeline

The Chair showed the committee the timeline created by the Academic Program Assessment Committee and asked if this would be sufficient for AASAC. There was some discussion about the fact that many administrative units reported on a fiscal year timeline, whereas, the QEP would be more likely to follow the academic program timeline (i.e. by calendar year). It was suggested that the language in the Assessment Cycle document reflect either calendar or fiscal year reporting. Upon further review, the administrative units agreed that the analysis, development of action plan, and reporting

timeframes fit into their current reporting structure. With the amendment to the change in reporting, the timeline (appended to the minutes) was unanimously approved by all voting members in attendance.

V. Next Meeting: Monday, January 23, 2012, 10-11 a.m.

*Respectfully submitted,*

*Monica H Baloga, Chair*

