

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, January 23, 2012, 10:00 – 11:00 a.m.
Link Multimedia Classroom (Room 204)

In attendance: Monica Baloga (Chair, non-voting), Rodney Bowers, Brian Ehrlich (via teleconference), Tristan Fiedler, Wendy Helmstetter, Eric Kledzik, Tom Marcinkowski, John Milbourne, Rodd Newcombe, Bob Rowe, Beverly Sanders, Leslie Savoie (non-voting), Claire Wurmfeld, John Windsor

Absent: Rob Ghiotto, Greg Graham

I. Approval of November 30, 2011 meeting minutes

All voting members present approved the minutes with no corrections.

II. Reminding DRC members of assessment timeline

The Chair requested that each DRC Chair remind their units that they should begin gathering assessment data. More instruction about the reporting process and features will be discussed at a later meeting.

III. WEAVEonline progress

The Chair discussed the current status of assessment items on the WEAVEonline website (see appended document). Although every unit had Outcomes, two did not have the minimum amount of Outcomes specified in “AASAC Policies and Procedures”. Only one unit did not have Measures uploaded, but multiple units still lacked Targets.

IV. Discussion/Endorsement of Outcomes and Measures

The committee unanimously endorsed all Outcomes except those reported by the two units with less than the minimum number. During the discussion of the minimum required number of Measures, the Chair discovered the policy stating “The minimum number of measures per outcome statements will be two, and at least one of the measures must be direct. All exceptions must be approved by the AASAC.” Because of this, endorsements were tabled until the exceptions were approved. The Chair stated that she would email a list of Outcomes with one Measure by Friday, January 27th. The committee also tabled the endorsement of Targets until all units completed the task of uploading them to WEAVE.

V. Action Items

1. **Complete upload of Targets must be finished by January 30, 2012.**
2. **Review the list of Outcomes with one Measure before the next AASAC meeting on February 13, 2012.**

V. Next Meeting: Monday, February 13, 2012, 10-11 a.m.

The Link Multimedia Classroom (room 204) has been reserved.

Respectfully submitted,

Monica H Baloga, Chair