

Meeting Minutes for the  
Administrative and Academic Support Assessment Committee Meeting  
Monday, February 13, 2012, 10:00 – 11:00 a.m.  
Link Multimedia Classroom (Room 204)

In attendance: Monica Baloga (Chair, non-voting), Rodney Bowers, Tristan Fiedler, Wendy Helmstetter, Eric Kledzik, Tom Marcinkowski, John Milbourne, Beverly Sanders, Leslie Savoie (non-voting), Claire Wurmfeld

Absent: Brian Ehrlich, Greg Graham, Rodd Newcombe, Bob Rowe, John Windsor

I. Approval of January 23, 2012 meeting minutes

All voting members present approved the minutes with no corrections.

II. WEAVEonline progress

The Chair discussed the current status of assessment items on the WEAVEonline website. Although every unit had Outcomes and Measures, two still did not have Targets completed.

III. Discussion/Vote on Outcomes with one Measure

According to AASAC policy, any Outcome with one Measure must have approval by the committee. The committee members reviewed twelve units that submitted Outcomes with only one Measure. During discussion, committee members talked about the importance of encouraging all units to engage in more Measures unless they were clearly connected to an Outcome involving counts or statistical analyses.

All voting members approved all but one of the Outcomes with one Measure. The one that was not approved was from Human Resources, because it was determined that it could easily be brought into compliance with another Measure.

IV. Discussion/Endorsement Measures and Targets

With the approval of the Outcomes in the previous discussion, the committee unanimously endorsed all Measures for each unit. With the exception of Student Affairs and Marketing/Communication, all other Targets were unanimously endorsed. The Chair stated that the two remaining units could be endorsed by email vote once they have been completed.

V. Action Items

- 1. The Chair asked committee members to start thinking about report formats and to submit ideas for the assessment reports based on prior experiences.**

V. Next Meeting: Monday, April 2, 2012, 10-11 a.m. The meeting will take place in the COO/CFO conference room.

*Respectfully submitted,*

*Monica H Baloga, Chair*