Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, April 2nd, 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 (via teleconference), Wendy Helmstetter, Eric Kledzik, Tom Marcinkowski, Bob Rowe, Beverly Sanders, Leslie Savoie (non-voting), John Windsor, Claire Wurmfeld

Absent: Greg Graham, John Milbourne, Rodd Newcombe

I. Approval of February 13, 2012 meeting minutes

   All voting members present approved the minutes with no corrections.

   The Chair spent a brief amount of time discussing a non-scheduled agenda item involving the possible inclusion of other administrative and academic support units in the assessment process. The discussion was initiated because of SACS-oriented email postings, received by the Chair, regarding common assessment practices at other universities. She indicated that this may merit further discussion once more information is gathered.

II. Indication of assessment item approval: WEAVE or minutes?

   The Chair reported that marking every endorsed outcome, measure, and target in WEAVE will be quite tedious and may be unnecessarily laborious. She asked the committee members for their input about whether approval must be reflected on WEAVE or if accounting for it in the AASAC meeting minutes would suffice. After some discussion, a motion was made that it was sufficient to indicate AASAC's endorsement in the meeting minutes, but that the Assessment Specialist should continue to try working with WEAVE Tech Support to make this process more efficient. The motion was unanimously approved.

III. Report Structure

   The Chair reviewed the Assessment report structure in WEAVE with the committee and handed out instructions, with screenshots. Because many administrative units are asked to write annual reports, she asked the AASAC members to encourage their DRCs to use the reporting features for this cycle as practice. The Chair discussed the final portion of the report, "Achievement Summary/Analysis", stating that this is where the committee can recommend questions that reflect the macroscopic view of assessment. It was determined that one question should focus on the assessment process itself (i.e., were the intended outcomes, measures, and targets appropriate for the review cycle? Etc.) and one should focus on a holistic evaluation of the administrative or academic support unit.

IV. Action Items
        Review reporting features with DRCs and encourage them to use it this cycle for practice.

V. Next Meeting: Monday, April 30, 2012, from 10-11 a.m. in the Link Multimedia Classroom

Respectfully submitted,
Monica H Baloga, Chair