Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, September 17th, 2012, 10:00 – 11:00 a.m.
Link Multimedia Classroom (Room 204)

In attendance: Monica Baloga (Chair, non-voting), Mary Barker, Rodney Bowers, Brian Ehrlich, Tristan Fiedler, Eric Kledzik, Tom Marcinkowski, John Milbourne, Rodd Newcombe, Mike Perry, Beverly Sanders, Leslie Savoie (non-voting)

Absent: Greg Graham, John Windsor, Claire Wurmfeld

The Chair opened the meeting by welcoming members after the summer hiatus and asking them to introduce themselves to the newest members. Ms. Mary Barker now serves to represent the Library after Ms. Wendy Helmstetter's retirement. Mr. Mike Perry is resuming his membership on the committee, representing Admissions, and Mr. Bob Rowe will no longer serving to represent that unit.

I. Approval of April 30, 2012 meeting minutes
    Eight voting members in attendance voted to approve the minutes with no corrections; two members abstained.

II. Review of Accomplishments and Current Work
    a. Summary of Assessment Items and b. Endorsement of Marketing/Communications plan
        The Chair summarized for the committee its past work and accomplishments. As of September 2012, all administrative and academic support units listed as part of the original assessment plan have reviewed and approved outcomes, measures and targets that have been endorsed by the AASAC. This includes Marketing and Communications assessment plan, which was completed and endorsed in June.

    c. Assessment of Dean's, COO, and President's Offices
        The committee was informed that each college dean's office now has defined outcomes, measures, and targets that have been reviewed and approved. These items should come up for committee endorsement at the next AASAC meeting. Assessment plans for both the COO's office and the President's office are pending and may also be available for endorsement.

III. Discussion of Revised Assessment Timeline
     The Chair asked the committee to discuss the possibility of revising AASAC's assessment timeline from a fiscal year to a calendar year. The APAC, the academic assessment committee, has chosen to follow a calendar year model because most faculty working on assessment of educational programs are not on contract over the summer. Currently, the web-based assessment software, WEAVEonline, does not allow for mixed

timelines for institutional entities. This will eventually create problems for AASAC units if and when they want to make changes to outcomes, measures and targets in the middle of the calendar year timeline. After some discussion, it became evident that the fiscal model is necessary for most AASAC units, and the calendar and timeline for the AASAC may need to differ from those followed by the Academic Program Assessment Committee (APAC). The Chair stated she would continue to work with WEAVEonline to find a viable solution for all.

IV. Action Items

The Chair asked the DRC Chairs to call a meeting with their respective DRCs before the next AASAC meeting to plan data collection and input in WEAVE at regular intervals. This will make it is less burdensome when the June 1st report deadline approaches.

V. Next Meeting: Monday, November 5th, 2012, from 10-11 a.m.

Respectfully submitted,

Monica H. Baloga, Chair

September 19, 2012