

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, November 5th, 2012, 10:00 – 11:00 a.m.
Link Multimedia Classroom (Room 204)

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

Absent: Rodney Bowers, Greg Graham, Eric Kledzik, Rodd Newcombe, Claire Wurmfeld

I. Approval of September 17th, 2012 meeting minutes

The minutes were approved with no corrections by all voting members present.

II. Announcements

a. Assistant VP for Institutional Compliance

The Chair announced that Mr. Andy Stanfield has been promoted to Assistant Vice President for Institutional Compliance and will oversee institutional assessment, which includes academic programs, administrative and academic support units, and general education. Mr. Stanfield will continue in his position as Director for the Center of Teaching and Learning Excellence, which with some reorganization, now reports to Institutional Compliance. After his introduction, Mr. Stanfield made initial remarks to the committee regarding his willingness to work with them and his enthusiasm for the position.

III. WEAVE Training sessions

Because AASAC members and their DRCs have not been required, as yet, to upload assessment data into WEAVEonline, the Chair pointed out that training sessions have been created for this reason. DRC members should be strongly encouraged to attend and begin their data/results upload early in order to anticipate or avoid problems that were experienced by the academic program Assessment Coordinators. The Chair stated that she will email the scheduled dates and times to all AASAC members for them to forward to their DRCs.

IV. Endorsement of Development Plans

Due to restructuring of the Office of Development, their committee representative requested a revision to their outcomes, measures, and targets. The new items were reviewed by the respective DRC members and found to be “Acceptable” with comments for improvements. The AASAC members made minor recommendations for changes and then voted unanimously to endorse the modified items. They are appended to the minutes (the changes are highlighted).

V. Discussion of Revised Assessment Timeline (update)

In order to accommodate the timeline schedules for both the academic programs (calendar year) and the administrative and academic support units (fiscal year), the headings in WEAVE were changes accordingly. Mr. Stanfield and Mr. Colley will continue to offer training and help to ensure that everyone is reporting in the correct assessment cycle.

VI. Action Item:

AASAC Chairs are asked to send out emails to their respective DRC members to strongly encourage them to attend one of the many available WEAVE Training sessions in order to prepare for the first round of formal reporting in WEAVE.

VII. Next Meeting: The Chair has delayed the next meeting until after the beginning of the new calendar year.

Respectfully submitted,

Monica H. Baloga, Chair

November 9, 2012

Approved and Endorsed Development Outcomes, Measures and Targets:

1. Outcome: Awareness/Engagement: **Increase** new donors for philanthropy. Assessment Method: Track the number of new donors annually. Assessment Method Category: Quantitative Logs/Tracking. Criterion: Meet or exceed the number **of donors from last fiscal year**. Schedule: Collect results at the end of each fiscal year and analyze each during the summer.
2. Outcome: Fundraising & Solicitation: **Increase** donations by matching donor interests with university needs and priorities. Assessment Method: Track the total dollar amount of gifts in selected categories annually. Assessment Method Category: Quantitative Logs/Tracking. Criterion: Meet or exceed the previous year's total giving levels, with specific categories targeted for **improvement over last fiscal year**. Schedule: Collect results at the end of each fiscal year and analyze each during the summer.
3. Outcome: Fundraising & Solicitation: **Increase** alumni donors to increase participation in the Annual Fund. Assessment Method: Track the number of alumni donors in the Annual Fund. Assessment Method Category: Quantitative Logs/Tracking. Criterion: Meet or exceed the **number of alumni donors** to Annual Fund from **last fiscal year**. Schedule: Collect results at the end of each fiscal year and analyze each during the summer.