

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Monday, February 11th, 2013, 3:00-4:00PM
Crawford Fifth Floor Conference Room

In attendance: Andy K. Stanfield(Chair, non-voting), Rodney Bowers, Brian Ehrlich, Tristan Fiedler, Eric Kledzik, Tom Marcinkowski, John Milbourne, Rodd Newcombe, Mike Perry, Greg Graham, John Windsor, and Claire Wurmfeld

Absent: Mary Barker, Beverly Sanders, Robert Ghiotto, Leslie Savoie (non-voting)

The Chair opened the meeting by welcoming members asking them to introduce themselves to the new instructional designer Jason Griggs

I. Mission Statement Review

The Chair asked all members to email Dr. Baloga approving the current Rubric and Mission statement. A motion was made and approved to send one email arriving the Mission Statement and Rubric for the entire committee. One member mentioned a possible problem with the term “stakeholder” in the mission statement and a possible vagueness in the rubric. Committee agrees to approve but to also suggest possible changes. Motion approved with majority vote, with a few abstentions.

II. Data Gathering

The Chair provided a reminder regarding data gathering and prompted the members to continue to think about outcomes. Members discussed the various calendars for data gathering: fiscal and the flex schedules for some departments.

III. Data Analysis

Chair informed members to continue to gather/ analyze data and noted that they can change outcomes and measures, but not targets.

IV. Reporting in WEAVE

Chair reminded the committee of the WEAVE data entry sessions being offered. Chair also offered to provide personal WEAVE assistance to members who cannot make the scheduled instructional sessions.

V. Communication

Chair reinforced the need to stay abreast of upcoming deadlines. After some discussion, deadlines and ancillary issues resolved. One member informally suggests the need for a common matrix so other members can see the data input progress of other departments. The thought being that internal peer pressure might encourage others departments to maintain a constant rate of data entry.

VI. Action Items

- Continue to gather and analyze data.
- Put data in WEAVE
- New representative from Development needed and this new representative might need help getting up to speed from the current committee.

VII. Next Meeting

Chair suggested a Doodle poll to determine the best time, but the committee discussed the option of having a set date and time for future meeting. The Chair raised concern

over the changing schedules of the faculty members on the committee. The issue still up for discussion.