

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
Thursday, March 14th, 2013, 2:00-3:00PM
Work 209 Conference Room

In attendance: Andy K. Stanfield(Chair, non-voting), Rodney Bowers, Mary Barker, Ali Faisal, Patty Sellers, Eric Kledzik, John Milbourne, Rodd Newcombe, Mike Perry, Leslie Savoie, and Claire Wurmfeld

Absent: John Windsor, Tom Marcinkowski, Robert Ghiotto, Greg Graham, Brian Ehrlich, and Tristan Fiedler

I. Welcome New Member

The Chair opened the meeting by welcoming Ali Faisal. The chair asked members to introduce themselves to Mr. Faisal, who replaces Beverly Sanders as the AASAC representative from the Office of Development.

II. Approval of 11 February Meeting Minutes

After one minor error (typo) was noted, the minutes were approved by unanimous vote.

III. Data Gathering / Analysis

The Chair reminded members of the upcoming June 1, 2013 deadline and encouraged members to avoid procrastination when entering data in order to allow time for troubleshooting.

IV. Reporting in WEAVE

The Chair provided example spreadsheets to members. The committee discussed and clarified naming conventions, specifically “final,” “targets,” and “measures”. Ali Faisal revealed a need to be assigned a WEAVE login. Documentation and written justification will be required to remove a measure. Chair reminded members that all changes to Action Plans must be data-driven.

V. New Business

The Chair solicited questions and comments from the members regarding the data entry process and WEAVE. Several members expressed a lack of time and manpower to effectively and expediently complete the task.

VI. Action Items

- Get Ali Faisal WEAVE access and up to speed.
- Continue to gather and analyze data.
- Enter data in WEAVE