

Meeting Minutes for the
Administrative and Academic Support Assessment Committee Meeting
September 6th, 2013, 10:00-11:00am
2nd Floor Conference Room, Work Building

In attendance: Andy K. Stanfield(Chair, non-voting), Rodney Bowers, Eric Kledzik, John Milbourne, Rodd Newcombe, Greg Graham, Mary Barker, Leslie Savoie (non-voting), and Ali Faisal

Absent: Brian Ehrlich, Tom Marcinkowski, Tristan Fiedler, Mike Perry, and John Windsor

Mike Perry and Tristan Fiedler were planning to teleconference; however, technical issues arose. Chair spoke to both individually after the meeting to summarize the high points of the meeting.

I. Welcome

The Chair reported on last year's report and submission to Dr. McCay. Also, the chair updated the committee on SACS and expressed the importance of this year for accreditation.

II. Changes to Objectives, Measures, & Targets

The Chair informed members that changes could be made to objectives, targets and measures to better reflect the current realities of the various departments on campus. The Chair directed members to provide email notification if any changes are made in WEAVE. One member inquired about the deadline for changes to be made, and one was set for the end of the current semester. The Chair reminded members that this opportunity for change offers a chance for improvements.

III. Relevant Questions for Consideration

The Chair requested members to write a concise narrative based on the five questions below for use in the SACS report; a deadline was set for the October AASAC meeting.

- a. How are expected outcomes clearly defined in measureable terms for each unit?
- b. What is the evidence of assessment activities for each unit?

- c. How are periodic reviews used for improvements?
- d. How does the institutions' use of assessment results improve administrative/student support services?
- e. What assessment instruments were used and why were they selected? Were multiple assessments used? If so, describe.

IV. Review of AASAC Policies and Procedures

The Chair notified members that the last update to the AASAC Policies and Procedures occurred in 2011. Members were instructed to review the AASAC Policies and Procedures and make any changes based on current realities. Leslie Savoie asked about how this affects the DRCs and expressed a concern about workflow among committees. Another member suggested an organizational chart for DRC as a possible solution. The Chair suggested an adjustment of voting policies in order to reduce the bureaucratic burden on members and to speed the process. The final question from a committee considered if the FIT AASAC Policies and Procedures aligned with those of other universities.

V. New Business

The Chair opened the floor for new business. The committee expressed a need to determine the replacement for the slot vacated by Claire Wurmfeld. The committee discussed the issues Marketing faced with the assessment process and the burden it placed on that department. One member sought clarification on SACS's view on one-time target events; the Chair clarified that one-time targets could be used for assessment and addressed other general SACS concerns.

VI. Action Items

The Chair listed three action items: make any changes in WEAVE before the end of the semester, answer the five "Questions to Consider" before the next meeting, and review the AASAC Policies and Procedures.

VII. Next meeting:

The Chair will send out a Doodle poll to determine the best date during the first or second week of October.