

**Agenda for the Administrative and Academic  
Support Assessment Committee (AASAC) Meeting**

October 10<sup>th</sup>, 2013, 10:00-11:00am

IT Training Room, Crawford 110

**In attendance:** Andy K. Stanfield(Chair, non-voting), Mike Perry, Tristan Fiedler, Rodney Bowers, Eric Kledzik, John Milbourne, Rodd Newcombe, Randy Livingston, Greg Graham, Mary Barker, Leslie Savoie (non-voting), and Jane Clardy (representing Ali Faisal)

**Absent:** Brian Ehrlich, Tom Marcinkowski, Ali Faisal, and Robert Ghiotto,

**I. Welcome**

Chair welcomes members.

**II. Approval of Minutes**

The committee unanimously approved the minutes from the previous meeting.

**III. Relevant Questions for Consideration**

Chair requests members to complete “relevant questions” by 10/11/2013. Chair also offers one-on-one assistance to those who require further clarification. One member asks about the overall progress campus wide in terms of the assessment process. Chair insures the committee that, despite some glitches, the process remains on track. Chair reiterates the need for the “relevant questions” because of the upcoming second draft.

**IV. Review of AASAC Policies and Procedures**

Chair instructs members to shelve this project since Dr. Baloga is currently reviewing the policies and procedures.

**V. Action Plans**

Chair shows the members a comprehensive list of Action Plans from Weave and states his plan to email each member the list after the meeting.

**VI. New Business?**

Randy Livingston introduced to the committee.

**VII. Action Items:**

The Chair outlined three action items:

- Review and implement Action Plans
- Continue to collect data.
- Contact Chair if any mistakes or issues are discovered in the process.

One member asked for clarification regarding which cycle new objectives and goals should be placed. Another asked about the benefits of changing and keeping objectives from the SACS perspective. Chair clarifies both these points before listing the the bottom line: SACS wants to see evidence that we are actively learning from the assessment process to improve the university.

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**VIII. Next meeting:**

Early November. Date to be announced.