

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

March 20th, 2014, 10:00-11:00am

Dean's Conference Room, Skurla Hall

In Attendance: Andy Stanfield, Rodd Newcombe, Mike Perry, Beata Smith, Ali Faisal, and John Milbourne

Guests: Monica Baloga

Absent: Brian Ehrlich

I. Reorganization of AASAC

The chair informed the members about the reasons for the reorganization and streamlining of AASAC.

II. Comments from Dr. Baloga

Dr. Baloga reemphasized the reasons for the AASAC reorganization and stressed the need to be focused on reaccreditation process and SACS. Dr. Baloga compliments all the members of their organization, timeliness, and diligence in the SACS review/report process.

Dr. Baloga instructed members to pay special attention to outcomes/target/ measures, specifically "what as we doing to show continuous improvement". This "continuous improvement" could be major or minor, but this measure is one the SACS team will be looking for carefully.

Dr. Baloga reminded all members about the deadlines for reports, but implored the members to get the information early. First draft of the SACS report is due to the SACS VP, Dr. Marcy Stole (sp?) on June 12th. A teleconference with Dr. Stole (sp?) will take place on June 26th. Some committee members may need to attend this conference. Dr. Baloga informed the group that she hopes to make this teleconference a video conference that can be recorded.

III. The New Workflow for AASAC

The Chair and Dr. Baloga discussed the responsibilities for each committee member in terms of data collection/reporting. Dr. Baloga polled each member to make sure the

assigned workload is manageable. She expressed some concerns about the increased workload on the team of Rodd Newcombe and Mike Perry, but both assured Dr. Baloga and the Chair that they can handle the assignment.

The Chair looked for clarification on the role of Timothy _____ from committee member Beata Smith. Beata clarified the organizational structure of _____.

IV. AASAC Roster

V. Linking of Documents in WEAVE

The Chair reminded the members to make sure supporting documents in WEAVE are linked to a target/ objective. Dr. Baloga mentioned the various people the members can turn to for technical support with WEAVE. The Chair also mentioned that he will continue to host open sessions for WEAVE data input.

Dr. Baloga instructed the Chair to explain process of making changes in WEAVE. The Chair directed members to the “Changes to Assessment Items” Flowchart. Chair explained and illustrated the process to members.

The committee discussed the various calendars and the departments working under unique calendars. Beata Smith informed the committee of the unique nature of her area’s calendar.

Committee members looked for clarification on the competition of terminal goals. The Chair and Dr. Baloga explained this process to members and also reiterated the need to show continuous improvement.

Dr. Baloga and the Chair also expressed to the members the importance of and the need to answer the analysis questions: **assessment, overall process, _____ I am a bit fuzzy about this.**

VI. Action Items

VII. Next meeting: First week of May.