

In attendance:

John Milbourne
Rodd Newcombe
Andy Stanfield
Stephanie Brown (for Ali Faisal)

Minutes reviewed and approved for January 25, 2016 (with no change).

Quorum just met. Thank you, Stephanie Brown for attending for Ali Faisal.

AASAC WEAVE Findings.

Dr. Andy Stanfield Reported that a report will be run, and shared that includes department progress of targets and findings. At least one department has completed entry. Deadline for reporting findings is June 1, 2016.

Departments have been reminded that as the fiscal year approaches, to be gathering their data, and entering it into WEAVE, setting up links and uploading supporting documentation to the WEAVE document management tool. Any feedback, questions or comments should be forwarded on to Dr. Stanfield. If there are any problems with reporting or data gathering, report it to Dr. Stanfield. When entering findings, make sure that Finalize is chosen before saving.

Over the summer Dr. Stanfield plans to meet individual with all unit heads to offer his services and inform them that he is available to them. Rodd Newcombe is also available for one-on-one meetings. If there

No meetings will be held before the June 1, 2016 deadline, but Dr. Stanfield will meet with anyone who needs assistance.

Moving forward (review)

- With the rest of this year's cycle – data should be updated into weave.
- All areas should be aligned with the university strategic objectives.
 - Link to goals and objectives in Weave.
 - Missing working documents – correct and carry forward links.
 - Edit connections.
 - Choose to carry forward connections for future fiscal years.
- Supporting data
 - Upload supporting documentation and evidence into Weave using Document management tool.
- Reporting departments should be reviewing:
 - Is there value in the data collected?
 - What are we doing?
 - Are changes needed in what we are doing, or how we are reporting?
 - Global review
- Deadline – End of school year.

- DATA Due in Weave by June 1, 2016

No new business.

Next meeting will be scheduled for September 2016.

Meeting adjourned at 1:12 p.m.

Minutes by Rodd A. Newcombe