Mission

The purpose of the Administrative and Academic Support Assessment Committee (AASAC) is to define and implement policies and procedures needed to maintain a robust administrative and academic support assessment process, to review the quality of assessment plans submitted by these units, to review the response to assessment plan findings, and to report annually to executive leadership the status of the assessment process as these pertain to the student experience and/or the sustainability of the institution. The committee is comprised of representatives from administrative units, online learning, and academic support services who oversee and assist administrative and academic support units within the institution of Florida Institute of Technology (Florida Tech).

Vision Statement

The AASAC’s vision is to foster and sustain a productive “culture of assessment” at Florida Institute of Technology by emphasizing the positive value of the assessment process on the efficiency of administrative and academic support units as this process pertains to the student experience and/or the sustainability of the institution.

Goal Statements

1. To define, review, and implement policies and procedures that help maintain an administrative and academic support assessment process at Florida Tech.

2. To assist administrative and academic support units with assessment of the student experience and/or sustainability of the institution by reviewing the quality of, and providing feedback on, unit assessment plans.

3. To encourage unit and university response to assessment plan findings and to support their use in university planning and budget processes.

4. To recommend appropriate actions to executive leadership that are critical for sustaining the assessment process and promoting the culture of assessment at Florida Tech.
ADMINISTRATIVE AND ACADEMIC SUPPORT ASSESSMENT COMMITTEE

Purpose of the Administrative and Academic Support Assessment Committee

The purpose of the Administrative and Academic Support Assessment Committee (AASAC) is to establish university-wide administrative assessment policies and procedures to support institutional effectiveness and efficiency. The committee supports the Divisional Review Committees and ensures that the results of the administrative assessment processes inform planning and budget processes throughout the university.

Chair of the AASAC Committee

The chair of the AASAC Committee is the associate vice president for institutional research and effectiveness or their designee. The chair has the duty of calling the committee meetings, setting meeting agenda, and providing minutes from the committee meetings. The chair will also serve as a key liaison to the DRCs and to executive leadership.

Administrative and Academic Support Assessment Committee Membership

The Administrative and Academic Support Assessment Committee (AASAC) is comprised of representatives from administrative units, online learning, and academic support services. These representatives are appointed by their respective SVP or VP (division head). The duties of the AASAC members are

• to serve as chair or co-chair of a Divisional Review Committee; to organize the DRC reviews of assessment results and assessment plans; to serve as the liaison between their SVP or VP (division) and the assessment processes;

• to apprise the administrative unit heads of issues and updates related to the continuous quality improvement process;

• to provide assistance and guidance to the administrative or academic support unit on assessment policies and procedures;

• to provide timely communication of all AASAC mandates, instructions, and deadlines to Assessment Coordinators and others as appropriate;

• to serve as the liaison for any unit or program in his or her college or division that requires assistance in the development of plans, analysis of collected data, documentation of assessment results, and navigation of the assessment management system;

• to work with the Office of Institutional Research and Effectiveness to coordinate training for Assessment Coordinators and other appropriate groups.
• To ensure assessment findings are used for improvement throughout the university and are appropriately integrated into the planning and budget processes.

The Administrative unit ASSESSMENT COORDINATOR Purpose and Role

Assessment Coordinators (ACs) for an administrative and academic support unit will be appointed by the corresponding unit head. The Assessment Coordinators should be very familiar with the unit to which he or she is assigned.

The duties of an Assessment Coordinator are

• to enter administrative unit assessment plans in the assessment management program.
• to collect and coordinate assessment data from staff responsible for implementing assessment measures.
• to enter all assessment data, action plans, and answers to analysis questions in the assessment management system, WEAVE.
• to lead an annual administrative/academic support unit discussion about assessment data and results, comparing the results to those of prior years. The discussion should result in the development of Action Plans that seek to improve student learning/development or departmental effectiveness.

DIVISIONAL REVIEW COMMITTEE

A Divisional Review Committee (DRC) is composed of all Assessment Coordinators (ACs) from administrative and academic support units that make up a particular division.

The DRC is responsible for:

• establishing internal submission deadlines for initial and final submissions of assessment results, reports, and plans.
• reviewing and evaluating the quality of assessment plans for each administrative and academic support unit within its division. The review criteria are outlined in the AASAC Assessment Plan Evaluation Rubric and can be found on the AASAC website (www.fit.edu/aasac).
• approving changes to administrative unit assessment reports within the division.
• assisting staff in adhering to specific review criteria.

AASAC VOTING POLICIES

Two-thirds of the AASAC voting members represent a quorum. A majority vote of a present quorum of members constitutes approval or passing of an item.
ASSESSMENT POLICIES

Policy on Number of Objectives/Intended Outcomes and Number and Types of Measures

The minimum number of outcome statements per administrative and academic support units is three. For units with a strong learning component (Evans Library, Academic Support Center, etc.), the AASAC requires a fourth outcome statement that focuses on student learning. The minimum number of measures per outcome statement will be two, and at least one of the measures must be direct.