

# **Administrative and Academic Support Assessment Committee (AASAC)**

## **Minutes**

05.11.2021

### 1. Welcome, Why, & Introductions

- The members of the committee introduced themselves and Jessica and Dr. Carvalho welcomed the committee. The general purpose of the committee was discussed, specifically to support a continuous improvement process at the university. Jessica also shared relevant SACSCOC standards that are important to this process.

### 2. Review Committee Charge & Membership

- The charge and membership of the committee and the divisional committees below AASAC were discussed. Committee members were asked to notify the chair if they would like to delegate their seat on the committee. The chair encouraged members to remain on the committee at least for AY 21-22 but noted if they do need to delegate their seat that they should select someone who has the ability to influence change and the authority to help the division and units implement actionable improvement.
- The role of the AASAC committee was discussed. The chair stressed that while the assessment plans are important, the critical role of this committee is to encourage assessment finding to be used to guide planning, budgeting, and improvement throughout the university, divisions, and departments.

### 3. Assessment plan requirements & Timeline

- a. FYI – University-wide satisfaction survey
  - b. FYI – Survey Scheduling Process Meeting
- The specific requirements of the administrative and student support assessment plans were discussed. Each unit is required to have 3 outcomes/objective statements. Units with a strong learning component should include a learning outcome. Units designated as academic or student support units should focus the majority of their outcomes on assessing the support provided to students. A minimum of one measure per outcome is required although multiple measures are encouraged.
  - The chair shared that university wide satisfaction surveys are being drafted. Units should included needed questions on those instruments. Each unit should not have it's own survey.
  - The timeline was discussed.
  - Committee members asked questions specific to access to prior assessment plans and reports and materials/supports for their units.

### 4. Next steps for Committee Members

- a. Appoint an AASAC delegate (if you choose)
  - b. Establish your “division” review committees & schedule first meeting
  - c. Identify & submit your department coordinators
  - d. Begin working on department level assessment plans (Due 7/1)
  - e. Plans in effect for AY21-22
- Next steps for committee members were discussed and are listed above in the agenda.

#### 5. Resources

- a. Assessment concepts training (5/26 @10am and 5/27 @1pm) (Matt & I)
  - b. Weave training (June 9<sup>th</sup> @ 2pm and June 15<sup>th</sup> @ 10am) (CJ)
  - c. Websites
    - i. <https://www.fit.edu/institutional-research/>
    - ii. <https://www.fit.edu/aasac/>
  - d. Invite us!
- Resources were discussed included live and recorded in-house training sessions, suggestions to connect to professional association resources, university and other websites, and the use of the IRE and Assessment staff to consult with units.

#### 6. Next meetings

- a. June – Agenda – Follow-up and check in on progress
  - b. Post-July 1 – Review and discuss plans
  - c. Twice a semester moving forward
- The chair welcomed questions and discussed next steps listed above.
  - Next meetings are scheduled for June 16<sup>th</sup> @ 1pm and July 14<sup>th</sup> @ 1pm.

Minutes prepared by  
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AASAC Chair