

Minutes

Attendees: Amanda Gardner, Elizabeth Snyder, Alisha Williams, Andrew Stadler, Brandie Gibbs, and Marcus Dickey

1. Discussion about Academic Support Annual Assessment

- As a committee, time to shift focus from Comprehensive Review (CAS) to Annual Assessment
- What would be helpful to assist departments to do their annual assessment?
 - Examples of best practices (administrative) assessment
 - Defined expectations
 - A reminder to keep up with data throughout the assessment cycle
- Survey or form - Academic Support Questionnaire (Amanda)
 - Amanda presented a list of 8 questions that could be used to step academic support units through assessing one goal. (see list after minutes)
 - Wouldn't require looking at 50 things or collecting tons of data, but rather start seeing where departments are now and how to close the loop, focusing on one goal
 - Committee members like this idea and gave suggestions:
 - Include examples of what "goal" means; give examples of measurable goals

- Cycle every quarter instead of annually – constant monitoring of the goal and quicker closing of the loop.
 - Is it at division, departmental level, or lower? How do we break down? –divisions can decide to follow the same goal, or each department can have their own goal.
 - Implement July 1, 2021
 - Create a schedule/calendar for units to follow
 - Amanda to see about creating new format in Weave
 - Review progress on new plan at next meeting (May 19)
2. Update from committee on programs in comprehensive review (CAS)
 - Elizabeth – MARCOMM starting in Fall but already working on it; nothing heard from Library
 - Alisha – Athletics is working, another committee meeting coming up, steadily working on it; Payroll has asked to move it back.
 - Amanda – Graduate student support is working through it; Undergrad research nothing updated in Weave; Career Services is going through restructure
 - Andy – OIS is slowly working on it
 - Drew – Facilities is bouncing around on parts, 9 of 12 in rough draft form
 - Brandie – Procurement and travel asked for delay to fall 2021
 3. Next meeting dates – May 19 and June 16
 4. Open forum/concerns
 - Really great ideas and discussion this meeting!
 5. Closing: 10:56 a.m.

[DRAFT] Academic Support Assessment Questionnaire

1. What is the name of your department or office?
2. What is your department or office's mission statement?
3. What is one measurable goal of your department or office? (*Amanda - provide an example*)
4. What regular activities does your department or office perform to achieve that goal?
(*Amanda - provide examples*)
5. In the last academic year (**quarter**), has your department or office met that goal?
6. What documentation do you have to support your answer? (attach documentation [chart, graph, etc.]
7. What steps will your department or office take to make improvements in the next academic year (**quarter**)?
8. If no improvements are necessary, what new goal will your department or office focus on next (**quarter**) academic year?