

Administrative Assessment Review Committee

Wednesday, February 18, 2009, 9-10 am

Attending: Jennifer Stephens , Michael Davidson, Laura Ledford, Juliana Lancaster, Kris Nagel

1. Weave On-Line Status Update

Juliana presented a two reports from Weave On-Line.

a. 2008 Data Entry Status Overview for Administrative Entities

Showing the completed, in-progress and none status for each type of entry: mission, goals, outcomes, measures, findings, action plans. While 71% of measures were completed, only 24% of findings were completed.

b. 2008 Data Entry Status Details

Shows the status in each reporting category by administrative entity/unit.

- ***** Our take-home message – Check your unit and work with your staff to complete the 2008 findings and action plans by March 2.**
- **Our participation in Institutional Effectiveness is not negotiable. It is part of the reporting to SACS about how we are developing the college to meet our goals and mission.**

2. Completing Weave On-Line

Juliana Lancaster will come to any individual or group who would like assistance entering their information. She will also look at scheduling some time in each of buildings B and D where the staff who need to make the entries are located.

- a. Discussed how to each unit determines how to measure when there are confounding situations. For example, in Logistics they measure the number of days between purchase request and purchase order issued. However, there have been requests to simply “hold” the requests until the group finds more information. The committee sees that type of request as significant for the GGC assessment, as it shows a need for financial management within each group. However, it should be reported as a separate category within Logistics PO turn-around days, as out of their control. These type of reporting decisions need to be made to provide the maximum data for information decisions, but the data importance is not obvious within an individual group.
- b. Action plans do not need to be triggered by findings. Action plans are also a way to record a goal for the upcoming assessment cycle.

3. Next Steps for this Committee

We will meet two times in March, to provide a report to the Assessment Steering Committee by mid-March, and incorporate it in their process of review for both the Administrative and Academic units of GGC.

- a. Tuesday, March 3, 2-3pm in B 1800 to divide the review tasks and set the format of what we will produce
- b. Wednesday, March 19, 9 – 10 am, location TBD, to review all the reviews and provide a consolidated findings report to Steering Committee.