Non-Academic Assessment Meeting Minutes  
Friday, March 23, 2012 9:00 a.m.

Present: Sarah Todd, Sue Law, Carli Schiffner, Bruce Alexander, Joanne Fassinger, Shawn Miller

A. Approved Feb 3, 2012 minutes
B. Discussed In-service and topics:
   - Writing goals and objectives (broad topic, Sarah? Help from the committee)
   - Assessment ‘jargon’, assessment defined (specific topic, Carli and Molly will work on this)
   
   Need to have an in-service planning meeting at end of semester to plan out assessment activities for fall 2013 (Molly to organize with food)

C. Outstanding:

Administrative

- HR (in progress)
- Accounting
- Student Service Center
- Procurement and Travel (draft submitted, Shawn will add some data, to be reviewed again and resubmitted to the Committee)

Advancement (hard deadline of April 16th; Joanne to champion)

- Admissions
- Alumni
- Career Services
- PR
- Sponsored Research