Non-Academic Assessment Meeting Minutes  
Friday, May 25, 2012 8:30 a.m. FOB 620

Present: Miller, Shawn; Kennedy, John; Todd, Patricia; Alexander, Bruce; Fassinger, Joanne; Todd, Sarah

A. Approved April 27, 2012 Minutes
B. Update on outstanding items:
   Outstanding:
   Administrative
   ▪ HR -revisit
   ▪ Accounting-Shawn will work with Collin
   ▪ Student Service Center-need to be pre-reviewed
   ▪ Procurement and Travel (draft submitted, Shawn will add some data, to be reviewed again and resubmitted to the Committee)

   Advancement – the 1st draft for all of the following areas was submitted by Julie Parkman in Advancement. Subsequently, Molly Mott and Patty Todd reviewed the drafts and made edits and suggestions; edits will be forwarded back to areas and final draft resubmitted to NAC within 2 weeks.
   ▪ Admissions
   ▪ Alumni
   ▪ Career Services
   ▪ PR
   ▪ Sponsored Research

C. Discussed self-assessment of the committee

   Sarah will investigate a template that can be used by all committees to evaluate their effectiveness (questions could include: did we accomplish our charge for the year?) Committee needs to set yearly goals and objectives

D. Need to finish in June
   i. outstanding goals, objectives
   ii. 2011-2012 outcomes review and next year’s goals and objectives

E. Submit end of year summary to CUSP (see attached draft), needs to tie into institutional scorecard as well