

Administrative Services Committee  
April 21, 2006, 2:00 p.m.  
JO 4.614

Metta Alsobrook, Jean Boyer, Lynne Boyer, Jessica Brown, Janet Carden, Deborah Day, Rosie Diaz, Peggy Eckelkamp, Joan Gladwell, Linda Heard, Connie Hoggard, Tommie Kinnon, Phyllis Jean, Lin Maute, Remona McLain, Susie Milligan, Sonja Miley, Lisa Morris, Jan Rhodes, Eloise Square, Diana Willis, Peg Zotter attended this meeting.

First meeting of the Administrative Services Committee was held on April 21, 2006 at 2:00 p.m. Dr. Nelsen discussed the SACS Reaccreditation process. Dr. Nelsen discussed WEAVEonline®.

Materials distributed at this meeting included: Core Curriculum Offerings Summer 2006, Copy of Department Heads Responses, Assessment Plan Template, Syllabus Template, Faculty Roster Form, SACS Calendar.

Administrative Service Committee Meeting  
May 11, 2006, 11:30 a.m. – 1:00 p.m.  
Regency Room #2

Metta Alsobrook, Jean Boyer, Jessica Brown, Janet Carden, Deborah Day, Peggy Eckelkamp, Becky Gozzola, Genevieve Hamulak, Phyllis Jean, Tommie Kinnon, Lin Maute, Remona McLain, Kent Mecklenburg, Rita Medford, Susie Milligan, Lisa Morris, Carol Neumann, Jan Rhodes, Eloise Square, Myrna Tureff, Diana Willis, Robert Nelsen attended this meeting.

Dr. Nelsen discussed the value of administrative assistants and service officers as we move toward SACS Reaccreditation, the importance of those behind the scenes. He stressed teamwork, the team process and timeliness of the process. He discussed the importance of “closing the loop”

Dr. Nelsen had an informational discussion regarding the roles of the Academic Assessment Committee and the Operational Assessment Committee.

Action Items Include:

May 31, 2006	TA Evaluations due in the Provost Office.
June 15, 2006	Faculty Assessments of Core Courses are due.

Administrative Services Committee Meeting  
August 10, 2006 – 11:30 a.m.  
JO 4.614

Metta Alsobrook, Jean Boyer, Jessica Brown, Janet Carden, Deborah Day, Rosie Diaz, Mary Dziorny, Peggy Eckelkamp, Becky Gozzola, Genevieve Hamulak, Connie Hoggard, Phyllis Jean, Tommie Kinnon, Lin Maute, Kent Mecklenburg, Rita Medford, Sonja Miley, Susie Milligan, Carol Neumann, Brandon Roberts, Eloise Square, Diana Willis, Peg Zotter, Robert Nelsen and Richard Huckaba attended this meeting.

This luncheon meeting was a live demonstration of WEAVEonline®. Dr. Nelsen and Mr. Huckaba discussed the various screens in WEAVEonline®.

Meeting adjourned 1:00 p.m.

Julie Allen

WEAVE online® workshop  
February 2, 2007  
JO 3.210  
9:00 am

Present: Metta Alsobrook, Serenity King, Monnie Cates, Blythe Torres, Cynthia Jenkins, Cathie Alexander, Gina Felts, Scott Wright attended this workshop

This workshop meeting was a live demonstration of WEAVEonline®  
Ms Metta Alsobrook and Ms. Serenity King discussed the various screen in WEAVEonline® and explained about how to do the assessment.

Meeting adjourned 10:00 a.m

Metta Alsobrook