**Administrative Assessment Coordinating Committee**

**(AACC)**

**June 17, 2020 –1:00pm-2:00pm**

**Zoom meeting ID\_966-7848-5904**

**Present:** Jennifer Aitken, Jodi Bailey, Maria Espino, Sue Gerber, Cheryl Swider

**Dual Commitment:** Nurdan Aydin, John Blicharz, Tamara Cunningham, Paul Sunda,

**Minutes:**

1. Update on AACC
2. Individuals shared their divisions current “point” in the assessment process.

* The reporting deadline for unit assessment is August 31st, however, it is noted that “faculty” within the administrative unit will report by Oct 15th.

1. Tk20 will be updated to open the 2020-2021 year.

1. Discussion took place regarding:

* Organizational changes within the Administrative Unit
* Creation of documents to assist with the Administrative Assessment process and reporting.
* Possible presentation of workshops on Administrative Assessment

Next meeting**:** Aug 15, 2020, 1p

**Adjourned:** 1:45 pm

**Respectfully Submitted,**

Cheryl Swider