

**Operational Affairs Committee
Meeting Agenda
Friday, September 26, 2025
9:00 AM
Technical Center
Room T119**

- 1) Call to order
- 2) Welcome
- 3) Declaring a quorum
- 4) Review minutes from August 2025
- 5) Old Business
 - i. Selection of Chair and Secretary for 2025-2026
 - ii. Recycling efforts – update on Methvin Sanitation agreement
 - iii. Other old business
- 6) New Business
 - i. [Workgroup Recommendation: Assessment Workgroup](#)
 - ii. Astronomy Night – February 2026. Operational Affairs support and permissions
- 7) Next meeting date
- 8) Adjourn

Appendix F: ASUMH WORK GROUP RECOMMENDATION FORM

Submitted to the Operational Affairs Committee on Shared Governance
Please provide a thorough description of the activity to be addressed and the purpose to be served by the Work Group: This Work Group will create a shared space for Academics, Student Services, and Institutional Research to communicate, collaborate, and learn from one another about assessment practices. While the academic area already has well-developed assessment structures in place under Kristina's leadership, other units may not be fully aware of these processes or how their work contributes to overall institutional effectiveness. The purpose of the group is to: • Increase transparency and understanding across divisions by ensuring each area knows what the others are doing in assessment. • Identify gaps and overlaps in current assessment efforts. • Educate stakeholders on the importance of assessment, data collection, and maintaining a central repository of results. • Foster a culture of shared responsibility for assessment that integrates academic and non-academic contributions to student success.
If the Work Group will be requesting data, please indicate a general description of the data needed: • Summaries of current assessment practices from Academic Affairs, Student Services, and IR. • Access to institutional surveys (SSI, CCSSE, Climate) and relevant program/unit reports. • Documentation of existing data repositories, reporting templates, and submission timelines.
(Optional) Please indicate suggestions concerning possible group membership explaining why the person (or area) is Needed. • Tri-Chairs: ○ Dean of Student Services (to represent student support and co-curricular learning) ○ Director of Institutional Research (to guide data collection, analysis, and repository management) ○ Faculty Assessment Lead (to represent academic assessment structures and ensure alignment with existing processes) • Members: Representatives from Academic Affairs and Student Affairs to ensure diverse perspectives and operational knowledge.

Please provide a timeline for the completion of the Work Groups activities: • Fall 2025: Establish Work Group and tri-chair leadership. Begin cross-sharing of current assessment activities. • Spring 2026: Identify gaps and redundancies in assessment processes and develop recommendations for education/training. • Summer 2026: Design and pilot a shared repository framework for assessment data. • Fall 2026: Present recommendations on communication strategies, repository use, and ongoing collaborative assessment practices.
Please indicate the results of the Work Group's activities: • Clear documentation of what each major area (Academics, Student Affairs, IR) is doing in assessment. • Identification of institutional gaps and redundancies in assessment processes. • Increased campuswide understanding of the value of assessment and data collection. • Recommendations for a centralized, sustainable repository for assessment results. • A stronger culture of integrated, cross-divisional assessment that enhances transparency and institutional effectiveness.
Date Submitted to Committee: 9/23/2025