

ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE

MEETING MINUTES

June 26, 2018

12:00 PM – 1:00 PM

Warren Lawless Conference Room, AAC

MEMBERS: Keith Boyer, Beth Boynton, Craig Kuehn, Juan Ramirez, Steven Standley, Jacqueline Truong

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Notes	Commendation
1. Call to Order	Meeting was called to order at 12:00pm		
2. Minutes – May 22, 2018		Dr. Boyer motioned to approve the minutes as written, Dr. Truong seconded, all were in favor	
3. Plan short survey of Faculty Experience	<p>The committee is looking into creating a survey because we are not getting as much feedback as we would like through the contact us page. Thinking about drafting a letter and a survey and send it out to the support services to let them know that this committee is trying to get faculty feedback. OIRE did a survey a few years back that had to do with the different services that faculty interacted with but it was more focused on Research.</p> <p>The committee has decided to leave IT and Library off as they are consistent with their own surveys for students, faculty, and staff. Also Research because they just did a survey for the Conclave earlier this month. Mainly focusing on Facilities, Purchasing, and HR.</p> <p>Will look into getting a summary of Information Technology's audit report as well as past survey responses. Human Resources is currently being audited by an outside agency.</p> <p>Dr. Truong will work on drafting a letter/blurb for the survey and have it done by August 6th.</p>		
4. Revisit Goals/Objectives	<p>The committee continued to create and work on their goals and objectives for the committee. Added a fourth objective to the list.</p> <p>OBJECTIVES</p> <ul style="list-style-type: none"> - Represent the Faculty on behalf of the Senate - Meet with service heads annually to receive their reports and give feedback - Attend Operations Council to give report and obtain updates - <i>To actively solicit suggestions/comments and feedback for support services.</i> 		

5. Apple Products	Need to touch base with Matthew Wright in IT to find out about the Apple Support that they say the University has. Received conflicting information from the Tech Support staff.		
6. Operations Council	<ul style="list-style-type: none"> - The bookstore is doing their annual audit - There is an issue with the vendor in regards to the key cards - Convocation is at August 11th the Fairplex - Dr Aston has working groups on flexible classrooms in the simulation center. - From Brenda Premo from CDHP stated that there are 15% of students and staff that have some sort of disability. 		
Next Meeting	June 26, 2018		
Adjournment	The meeting was adjourned at 12:56pm		