

ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE MEETING MINUTES

August 23, 2019

12:00 PM – 1:00 PM

Warren Lawless Conference Room, AAC

Members Present: Keith Boyer, Yvonne Drechsler, Linda Flores, Edward Goering, Kimberly Walker

Members Absent: David Shofler, Steven Standley, Juan Ramirez

Topic	Discussion	Notes
1. Call to Order	12:10 PM	
2. Selection of new chair	Yvonne Drechsler nominated Keith Boyer as chair, Kimberly Walker seconded, all were in favor	Keith Boyer appointed chair
3. Purpose of Committee	Reviewed the purpose of the committee and ongoing tasks Question was posed: how do people contact the committee with concerns? Answer: Committee e-mail address (see link on right) or speaking to Senators – comment made that not many people know of these mechanisms	Please refer to specific charge from the previous Academic senate meeting powerpoint Academic Senate page for feedback https://www.westernu.edu/academic-senate/suggestion-and-feedback/
4. Selection of OPS Council representative	Yvonne Drechsler said she would be able to attend the OPS council if given the information of when the meeting is	
5. Selection of Education Technology representative	Keith Boyer said he would attend Educational Technology meetings if his schedule allows	
6. IT Survey	IT survey results are on Sharepoint but need to be available to new committee members	Keith Boyer will follow up that materials are available to all members Action: Please review prior to next meeting and be ready for discussion of Provost's questionnaire
7. General survey	A general survey of all related academic support services was done earlier this year and results still need to be reviewed	Keith Boyer will track down results and share with committee

8. Meeting time	Discussion of best meeting time	Doodle poll to be sent to members to see if a new time is preferred
9. Meeting adjourned	1:36 PM	