

# ASC Process for Yearly Goals

1. At the first meeting of the academic year, ASC discusses ideas about yearly goals and creates a draft list of goals and priorities for the year
  - a. Review of past years' goals and accomplishments should inform this
2. At the second meeting of the academic year, ASC formally sets the yearly goals and priorities for the year
  - a. Minutes from this meeting are archived in Yearly ASC Goals academic senate folder
3. The ASC president works to move each of the goals forward throughout the year, acting as advocate and project manager to accomplish the goals
  - a. The priorities set by the ASC should influence the attention/energy spent on each goal by the ASC president
4. At either the last fall semester meeting or the first spring semester ASC meeting, the ASC president reviews progress on the yearly goals
5. At the final ASC meeting of the year, progress on goals is reported and next steps identified and recorded.
  - a. This document can be used as reference in setting the next years' ASC goals
  - b. Archive this document in the yearly ASC goals folder

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