

Administrative Assessment Council Meeting
Minutes
November 5, 2018

Attendees: Jorge Arevalo, Megan Conrad, Bill Duffy, Payton MacDonald, Ed Matthews, Ellen Pozzi (by Skype).

Committee worked on the College Dean questions between meetings and met to finalize the questions. Reviewed Library Dean survey. Final copy of questions will be sent to committee for final edits by committee and will be forwarded to Senate Executive Committee for approval.

Committee discussed how to improve responses to survey. Suggested survey should be sent out earlier—goal is to send it out late January to early February and run for 3 weeks instead of 2 weeks at the end of March. Each person on committee will send out periodic reminders to their own colleges (or designated college) during the survey period to encourage participation.

Next Meeting will be December 10 with plan to respond to Executive Committee comments and prepare to finalize survey for uploading to Qualtrics and distribution.

Submitted by Ellen Pozzi