

Administrative Assessment Council Meeting
Minutes
February 4, 2019

Attendees: Peter Chen, Megan Conrad, Bill Duffy, Payton MacDonald, Ed Matthews, Ellen Pozzi.

Surveys are ready to be sent out. Arlene Scala is working on the cover letter that goes out in a separate email before survey goes out. Surveys will go out Monday Feb.11 and are due by March 4th . Faculty, staff and adjuncts will get a survey for their own dean (except College Of Education) and for the library.

Once the survey period ends Megan will send out the raw data to person assigned to write the report. Responsibility for preparing each dean's report was assigned to various members of the Council. The final reports should go to the Executive Committee by April 15th so they can be presented to the Senate at the last meeting in April.

As part of the reports, the Executive Committee wants recommendations from the council.

Discussed questions:

- a. Is it feasible to run, report on survey for current admins AND prepare survey for next set of admins for following year in ONE AY?
- b. Does the council need more members, with one subcommittee focusing on data collection/report writing and other subcommittee focusing on planning survey for subsequent year?

Recommendation by the council is to keep current procedure. Prefer to have same group that develop the survey also analyze it and the committee turnover from year to year would preclude that.

Next Meetings:

March 25th at 2pm

April 8th at 2pm

Submitted by Ellen Pozzi