

Administrative Assessment Council Meeting  
Minutes  
September 24, 2018

Attendees: Jorge Avevalo, Peter Chen, Megan Conrad, Bill Duffy, Peter Griswold, Payton MacDonald, Ed Matthews, Ellen Pozzi

Peter Griswold gave charges to the committee. The deans of the Colleges of Arts & Communication, Business, Humanities & Social Sciences, Sciences & Health, and the Library are to be assessed this year. Revised surveys to be submitted to Senate Exec Committee by 11/2018; surveys administered in January 2019; and analyze results and prepare summary and recommendations by 4/1/19. Minutes of meetings need to be taken and forwarded to Senate Ex. Committee.

Committee discussed distribution of duties--Megan will be the only one with Qualtrics access. Bill Duffy will edit the overall final report, each of the other committee members will each write one of the reports for deans.

The surveys distributed last year were revised and shortened (for president, provost and vice presidents). The surveys for the deans need to be revised. Bill will reach out to HR and get job descriptions for the deans and share with all.

For next meeting, Megan will work on revising the format for the survey, making it more readable. Bill will try to get surveys from two years ago, and each member should make suggestions for revising for own college. In addition, members will bring additional focused questions for their own deans based on knowledge of their college.

Next Meeting will be on Monday, October 15<sup>th</sup> at 2pm in the Reference Conference Room. Zoom will be available for those who can't attend in person.

Submitted by E. Pozzi