

Jan 20, 2017 Meeting Notes

Present: Janis Strasser, Leo-Felix Jurado, Michele Cascardi, Jason Wicke

Absent: Solomon Nyaanga

1. Janis will email Nicole to seek replacement for Robin, who is no longer on committee.
2. Jason reviewed many details regarding the last administration of the administrator assessment survey, listed below:

- Sue Tardi, AFT president, should be included in all communications/decisions.
- 6-7 administrators were reviewed in last round. Administrators who require review: President, All VPs, Provost, all Deans.
 - Recommendations from last report indicate who is to be surveyed in current round.
 - Administrator must have been in position for at least one year in order to be included on survey.
- Anonymity of respondents must be preserved. Uploading emails to Qualtrics contact list for survey distribution achieves this.
- There were a number of recommendations from last survey administration, for example, modify Likert scale anchors (currently somewhat/very) and item content. Unclear whether these recommendations can/should be implemented in current survey.
- Jason produced all charts/graphs from quantitative survey results in Excel
- Ad hoc AAC Committee summarized open-ended survey responses.
- Mechanics:
 - Survey distributed via anonymous email link
 - Separate surveys per administrator and to different employee categories (e.g.):

	Admin 1	Admin 2...	Admin 6
Full time: librarians and faculty by College (~400)	Survey 1	Etc.	
Adjuncts (~800)	Survey 2		

- The committee cannot move forward without review of past survey and results. All past materials can only be given to the committee by the Faculty Senate. Past materials include:
 - Access to Qualtrics survey
 - All excel spreadsheets with graphs/charts
 - All reports and recommendations (full and summary)
 - NOTE: Janis will request materials from Kate Makarec
- Following review of past materials, AAC committee will prepare a survey proposal to the Senate Executive Committee. This proposal will include:
 - Background about AAC committee (convened for first meeting in Dec, second in Jan, plan to implement survey without change to enable comparison to prior results)
 - Procedures and Timeline for current survey administration and report writing
 - After proposal review by Executive Committee, the proposal will be posted the full Faculty Senate portal

- AAC committee then presents proposal to Faculty Senate: Tentative dates: Feb 28 or Mar 28. NOTE: If presentation occurs on Mar 28, there will be insufficient time to complete reports by end of spring 2017 semester
- The survey content, plan, and procedures must be approved by Faculty Senate prior to implementation

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Revised by: Michele Cascardi, PhD 1/21/2017 11A