

Administrative Assessment Council Meeting
Minutes
April 8, 2019

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

Decision to use numbers run by Megan in SPSS for consistency. Finished reports are due to Bill Duffy Wednesday morning.

Discussion regarding how to include errors in comments. Comments were lightly edited for clarity.

Recommendations for the future:

Everybody on council should know how to use an agreed upon statistical analysis tool.

Some people felt that time frame was too short, other did not think it mattered. Response rate is better this year.

Suggesting just need Table 2, especially for the ones with low response rates. Table 5 seems redundant. Overkill with all the information available in Table 4.

We are doing too many numbers—full time is most important. Should do just full time and overall, not break down by professional staff and adjuncts for deans. Other admins still need.

Some felt that the deans should be able to have a spot on the introduction to detail what they have done this year. But if this is a measure of the perception of the deans then having this information will affect the answers. All 5 deans were given opportunity to respond to survey after completed and none did.

Next year:

Have one person do Qualtrics, one person do templates, one to run all the numbers in SPSS, and rest to write the reports.

Submitted by Ellen Pozzi