

Administrator Assessment Council

Notes

10/17/17

Present: J. Strasser, M. Cascardi, L. Jurado, S. Nyaanga, S. Curan, B. Duffy

1. Reviewed yesterday's meeting with Senate Executive Council regarding changes we will make to the survey

- Add job description to the survey at the beginning of each survey or where it could be seen on the screen as respondents are completing the survey
- Add an item about respondents not having enough information to respond
- Add a narrative to our final report summarizing and "drawing conclusions in the form of recommendations for improvement"
- Do we want the Senate to add member(s) to our Council? If so, they have to change the bi-laws.

2. We will review job descriptions of the 5 administrators that will be assessed in spring 2018

- Steven Bolyai, VP Administration and Finance
- Pamela Ferguson, VP Institutional Management
- Reginald Ross, VP Enrollment Management
- Miki Cammarata, VP Student Development
- Stuart Goldstein, VP Marketing and Public Relations

3. We will work on this as a Google.doc using Steve Bolyai's 2008 and 2012 survey, to cut and clarify as a model for his and the other 4 administrators that will be evaluated. The Senate needs a draft of the survey(s) by **November 28th**, in order to discuss it at their December 12th meeting. We will work on this as a Google.doc using Steve Bolyai's 2008 and 2012 survey, to cut and clarify as a model for the his and the other 4 administrators that will be evaluated.

4. Next meeting – Tuesday, Nov. 7th at 2:00 in the library.

Respectfully submitted by Janis Strasser