

Administrative Assessment Council Meeting  
Minutes  
March 25, 2019

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

Reviewing template for reports.

Get rid of library column if doing other deans.

If no data at all (example professional staff of one college has no responses) don't include column

Tables 1 and 2 will be changed to 3 columns—Mean, SD, Median—Megan will send out

Will add Misc category to open-ended comments for those that do not reflect strengths or weaknesses.

Reports are due to Bill Duffy by April 3<sup>rd</sup>.

Peter made some suggestions for changes for next year. Cronbach's Alpha should not be used every year, only for new survey. If sample size is too small it should not be included separately—just reported as part of combined statistics.

Next Meetings:  
April 8<sup>th</sup> at 2pm

Submitted by Ellen Pozzi