

Administrative Assessment Council Meeting
Minutes
December 10, 2018

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

Reviewing comments from board.

Dean's Survey:

Have addressed Jean's technical concerns.

Giuliana's Q—Change to: Promoting collaboration within the college

Peter's comments:

Change to Peter's wording: Developing a clear vision that guides continuous improvement of programs.

Fostering high morale.

Sue's concerns (Multiple topics in one question).

Revised Questions for Dean's Survey:

Recruiting highly-qualified diverse faculty and staff.

Mentoring faculty and staff to excellence.

Promoting teaching excellence across all methods of delivery.

Maintaining clear lines of communication.

Advocating for increased funding for academic activities including essential facilities.

Directing initiatives related to enrollment.

Directing initiatives related to retention.

Revised Questions for Library Dean Survey

Demonstrating leadership in providing resources.

Demonstrating leadership in providing services

Maintaining the Library as a safe, welcoming, user-friendly Environment.

Working collaboratively with faculty, staff, students, and other administrators.

Promoting collaboration with all relevant stakeholders.

At next meeting will discuss questions by Michele Cascardi:

- a. Is it feasible to run, report on survey for current admins AND prepare survey for next set of admins for following year in ONE AY?

- b. Does the council need more members, with one subcommittee focusing on data collection/report writing and other subcommittee focusing on planning survey for subsequent year?

Submitted by Ellen Pozzi