

Faculty Senate: Administrator Assessment Council (AAC)

12/6/16

In Attendance: Solomon, Leo, Janis, Michele (Robin not present)

- Kate Makarec joined the meeting to advise us of the council charge and procedures.
- AAC became a council this year. Prior to this year it was ad hoc.

- Jason Wicke – Kinesiology Dept. – was on the committee last time survey conducted. To learn the status of the survey Kate advised we set up a meeting with Jason to get background about the survey and process.

- Any changes to the survey requires Faculty Senate review and approval and Union review and approval.
- Qualtrics is the platform from which the survey will be administered.

- AAC Goals and Processes:
 - Upload and distribute survey in April. No changes will be made to existing survey.
 - Draft report based on survey results and make recommendations for improved survey.
 - Report goes to Senate then Union for review and approval.
 - After approval, report sent to Board of Trustees.
 - Every two years process of survey distributed and report prepared.

- Janis was voted to be Chair of the AAC.

- Kate advised she would contact Jason about meeting with AAC.

- We will aim to have the existing survey uploaded to Qualtrics by April 2017. We will discuss revising it for future years.

- Michele has agreed to take notes at our meetings.

- Next meeting scheduled for Friday, Jan 20 at 1PM in UH 358

Michele Cascardi, PhD