

Assessment of Administrators Committee

Feb. 7, 2014

In attendance: Bobby Smith; Amy West; Sonny Davis; Laurie Weaver; John Koons; Carol Norman; Vivian Grooms; Countance Anderson; Sara Cooper; Terry Mullins

The Committee reviewed the Responsibilities of the Committee. The reports will no longer go to the VP of Academic Affairs, but will now go to the Director of Institutional Research and Accountability. The process of using paper forms will also officially change to using the jWeb portal to collect electronic responses.

The data will be under dual control with both Human Resources and IR being responsible for data validation and safe keeping.

The Committee will develop a written policy concerning the Assessment including who will be assessed and how often. The Committee will use the Responsibilities as a guide.

According to SACS Comprehensive Standard 3.2.10, we are required to assess our administrators at least every three years. JSCC has assessed every spring in the past. The Committee agreed that this will again be an annual process and will be linked to annual performance evaluations in some way.

Bobby Smith is compiling the report using fall 2012 Assessment data.

What is the purpose of this assessment? The Committee feels it should be used for goal setting and personal/professional development. The overall Composite report can be used for institution-wide strategic planning. The individual reports can also identify underlying issues.

Sara will look at the IDEA Center's tool and at costs.

The Committee will review the questions used in past cycles and bring back any recommended changes. Do the questions need to be closer aligned with the annual performance evaluations?

Names of supervisors being evaluated need to be added to lessen confusion.

Decisions will have to be made concerning: 1) required number of subordinates needed to receive a personal evaluation report; and 2) how long will an employee need to be under his/her current supervisor before an evaluation is appropriate.

Staff/faculty need to be aware of the process and safeguards in place to secure anonymity.

Bobby will find out how many supervisors have four or less employees under them.

Next meeting is set for Monday, Feb. 24, 2014.