

Assessment of Administrators Committee Meeting

23 September 2022 9:00 AM Zoom

Present: B. Baligrosky, S. Davis, J. Ellison, G. Fox, L. Hines, B. Lawrence, L. Mayo (chair), A. Nelms, C. Pittman, T. Rafalowski (recorder), A. Todd

Minutes:

1. The last assessment was conducted S19, so we are currently behind. An assessment should have been conducted S22.
2. SACS COC Standard 5.4 mandates the regular assessment of administrators; this standard is met through the annual performance review process. The college-wide assessment of administrators constitutes a secondary method of assessment and should be conducted on a three-year cycle.
3. Key Questions: How often should the assessment be conducted? Should it be an annual process? The most recently used IOTA form consists of sixteen questions on a rating scale of 0-4. The assessment should be conducted on an annual basis since it is a short questionnaire and provides an opportunity for both accountability and self-improvement.
4. Timing: The assessment should be conducted in the spring and become an ordinary part of campus culture.
5. The comments section should be retained because it allows potentially for the most valuable feedback.
6. Scheduling: The assessment will be conducted S23 with a window of availability of approximately one month. The assessment will be synchronized with student course evaluations, which open 1 April. An announcement of the upcoming assessment should be made at the spring convocation.
7. Tasks to be completed before the next meeting: Review the assessment instrument -- both questions and guidelines. Also review the description of the committee found on jWeb.
8. Next meeting: 4 Friday, November, at 9:00 AM, in the Foundation Board Room. This will be an in-person meeting with Zoom availability.
9. Sharing of results: Aggregated data should be available campus-wide. Comments should be redacted.

The meeting adjourned at 9:41 AM.