

Evaluation & Assessment Committee
1:00 – 3:00 p.m. Zoom
November 3, 2023
Minutes

Attendees	College	Present (Y/N)
Warren Plugge, (Chair)	CEPS	Y
Sara Toto	COTS	Y
Nancy Pigeon	CB	Y
Lidia Anderson		N
Hope Amason	EC	Y
Toria Messinger	LIB	Y
Heather MacDonald Carchidi	CS	Y

1. **Approval of October 20, 2023 minutes at 1:04 pm**
2. **Approval of Agenda November 3, 2023 at 1:06 pm**
3. **EAC23-24.01 & 02 – Discuss and Review Position Descriptions**
 - a. **Reviewed 2021 Dean Assessment and each job description for the four college deans**
 - b. **President was the one to indicate the survey did not align with job descriptions**
 - c. **No additional clarification on revisions to dean surveys**
 - d. **Question about response rates on dean surveys relative to other admin surveys**
 - e. **Question about whether the library dean is assessed with the same dean survey**
 - f. **Janet sends the surveys out, she would know how many people get it to be able to calculate response rate**
 - g. **Comment that fundraising might be unique to COB**
 1. **COTS has this too, but the work of finding external sources is on a different person**
 - h. **Action Item: Hope will ask Janet about response rates for deans and provost**
 - i. **Faculty members are the ones completing the surveys, not staff**
 - j. **Propose revisions to the survey to align with job descriptions**
 1. **Potential for adding a transparency question for any of the admin surveys**
 1. **There is currently a budgeting question related to transparency**
 2. **But no general transparency question**
 1. **Could include a matrix with different areas and whether admin are transparent, e.g., budget, decision-making**
 2. **Add some clarifying language in the instructions that cannot judge is the most appropriate option if you are unfamiliar**
 3. **Potential for adding a matrix on the various competency areas mentioned in the job descriptions**

4. Consider adding some language about evaluating Provost *office*, not a single person
 1. Structure can change even under same person
 2. Ask a question where faculty could rank what they believe should be the priorities for the upcoming year for the provost
5. Provost job descriptions are the same between DenBeste and Kirstein
6. Divide up job descriptions and survey and highlight what is and should be included in the assessment, what should be removed from assessment, based on what a faculty member would know
 1. Action Item: Warren will create a table with the current assessment and we can rate whether the questions are relevant to each job description and also add in other questions
 2. Action item: all members will fill out the table for next meeting
- k. Need President job description still from Andrea
4. Other
5. EC Updates (5 min)
 - a. EC has asked about Associate Dean assessment
 - b. FS notes – gender gap in wages, lack of women in admin positions, website problems
 - c. Question about the equity part II and the outcomes from those sessions
6. Adjourn at 2:27 pm