

**Administrative Task Force**  
Minutes of the Meeting of September 28, 2016  
Bibb Graves Board Room

**Call to Order**

The Administrative Taskforce meeting was held in Bibb Graves board room on September 28, 2016. The meeting convened at 2:00 pm, Dr. Molly Vaughn and Dr. Joy Borah co-chairs, and Bliss Adkison, secretary.

**Members in attendance:** Dr. Vincent Brewton, Ethan Humphres, Jessica Mcalister, Lisa Rogers, Dr. Jeremy Stafford, Melissa Thornton, and Darlene Townsend

**Approval of Agenda**

Agenda was approved with no revisions.

**Old Business**

There were no items of Old Business.

**New Business**

**A. Functions of Task Force Responsibilities**

Dr. Borah reviewed the function and expectations of the task force as an advisory committee. Departments will perform a self-study of their specific program. The task force will be expected to perform peer review of programs. The purpose of the task force is to gather information and analyze programs in order to guide decisions if resources become available or to inform the institutional response to future resource allocation. The same criteria of review will be used for every program. Transparency and equality are of utmost importance.

Dr. Brewton summarized an example of an administrative review from a peer institution and its similarities and to the structure of this mandate. A committee member also stated the progress of the public Academic and Administrative Program Analysis web page that has been requested by President Kitts. The taskforce discussed what would be included on the web page. The posting of specific documents will be determined at a subsequent meeting. **Dr. Brewton requested the committee review the current web page for accuracy.**

Dr. Borah reviewed the Canvas set up for the taskforce. Dr. Borah also discussed the resources that are organized in Canvas for the use of the task force.

The committee determined that proxies will not be used for this taskforce.

Dr. Vaughn reviewed and explained the organizational chart that will be used for the taskforce. All areas with a director will be evaluated. The taskforce discussed the ranking of the organizational chart and its individual departments. **Dr. Brewton will research and determine which taskforce will be evaluating the Library and Kilby School. Dr. Brewton will also determine if the President's Office will be evaluated. Co-chairs will communicate with Mark Linder, Director of Athletics, in order to determine how the evaluation will be conducted in his division. Administrative Taskforce co-chairs will**

**review list of programs in comparison with the Academic Taskforce in order to guarantee that all programs have been included.**

## **B. Taskforce Assignments**

Dr. Vaughn discussed the assignments of each taskforce member to a specific department. The assignments are as follows:

Business and Financial Affairs- Dr. Borah and Melissa Thornton  
Student Affairs-Dr. Vaughn and Ethan Humphres  
Vice President of Academic Affairs and Provost- Dr. Stafford and Lisa Rogers  
Enrollment Management- Ms. Townsend  
Athletics- Bishop Alexander  
Advancement- Dr. Greenway

The taskforce was in agreement with all assignments.

## **C. Peer Institutions**

Dr. Vaughn discussed that the taskforce will use a peer review process in the evaluation of all departments. Each member will be responsible for a peer review of their designated department. Ms. Mcalister will be assisting in peer reviews. The taskforce discussed the formation of a peer group in which departments will be compared. Several sources of standards were discussed. A committee member suggested that the College and University Professional Association for Human Resources data be a source used for the development of the evaluation template and as a tool in selecting peer institutions. **Ms. Rogers is to compile a list of data fields that are available through the CUPA database that could be of use to the taskforce in forming a list of peer institutions. This list will be made available to the taskforce via Canvas as soon as possible. The taskforce will review the data fields and other resources and compile peer review list recommendations and a draft template before the next meeting.**

## **D. Template**

The committee discussed five broad areas for the evaluation template. These criteria are as follows: 1) program summary and importance to university mission/operations, 2) quality/effectiveness, 3) productivity/efficiency-operational effectiveness, 4) internal & external demand, and 5) opportunity analysis. The committee discussed the creation of an electronic submission program comparable to the annual report system created by Mitchel Moon. The taskforce was in agreement with the creation of an electronic system. The electronic system will be log-in secured. **Dr. Borah, Ms. Thornton, and Dr. Vaughn will contact Mitchell Moon in order to start the creation of a template. The template will be presented to the taskforce via Canvas as soon as possible. The taskforce will then review the template and submit feedback before the next meeting.**

## **E. Historic Data/Data collection**

The taskforce discussed the collection of data and the years that would be considered for historic data collection. Data verification was also discussed. Due to self-study, the taskforce agreed that data will be verified by each taskforce member meeting with the head of assigned departments in order to discuss each review. The taskforce also discussed whether the peer institutions would be chosen based on where we are now as an

institution or what we aspire to become. **Dr. Brewton will determine how many years will be required when using historic data by collaborating with the Academic Taskforce.**

### **Announcements**

Future meetings will be determined via Doodle Poll. Taskforce members are asked to communicate their availability for a fixed date and time.

### **Adjourn**

The meeting was adjourned at 3:08pm

Submitted by,  
Bliss Adkison  
Secretary (2016-2017)