



ACADEMIC SENATE EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE MEETING

NOVEMBER 7, 2017  
FACULTY CONFERENCE ROOM

The meeting was called to order by Tom Nordenholz at 11:05 am.

**Present:** Tom Nordenholz (Chair), Alex Parker (Vice-Chair), Khalid Bachkar, Cynthia Trevisan, Steve Browne, Brent Pohlmann, Keir Moorhead, Dinesh Pinisetty (Secretary)

**Guests:** *Aparna Sinha (via Zoom video) and Matt Fairbanks*

**Absent:** None

The meeting started off with the Senate Chair thanking Aparna Sinha, Matt Fairbanks and Kathryn Marocchino for volunteering to be on the adhoc committee that will be responsible to prepare survey questionnaire for the administrator reviews.

The first part of the meeting was focused on the discussion of all the administrators that need to be reviewed under this policy. After brief discussions the list included

- Provost
- Deans from each school and Library Dean
- Captain
- AVP
- Director of Athletics if he directly reports to the Provost (this is tentative since a confirmation needs to be obtained from the Provost if Athletics fall into her jurisdiction)

**Aparna Sinha and Matt Fairbanks - Report**

Aparna Sinha introduced herself by stating to the committee that she has prior experience in preparing surveys through her previous job as a WASC coordinator at a Medical School and teaching a course on survey methods.

Aparna and Matt described their initial plan with the survey:

- 20 min survey
- Some open ended questions
- Six or Seven categories with each category covering four to five questions
- Some questions to gauge the campus community participating in the survey. This helps the evaluators to assess the value of the responses.

After the brief report by Aparna and Matt, the Executive Committee had discussions on the campus community to whom the survey should be opened. It was unanimously agreed that all faculty should be given a chance to participate in the survey to review Provost and School Deans.

Several members also supported the idea of opening up the survey to all faculty to review everyone on the aforementioned list of administrators since higher response rate will help us obtain sufficient data set to obtain thorough review.

It was also deemed appropriate to assess the involvement of the participating faculty with the reviewing administrator via gatekeeping questions to gauge the value of the responses obtained.