Kennesaw State University Administrator's Council
Meeting Minutes from 4/19/18
3:00 – 4:30 PM, KHE 1203

Present:
Teresa Johnston, Chair
Randy Kennedy, Chair Elect
Tamara Livingston, Recording Secretary
Sherry Grable
Chris Hutt

Guest: Jen Wells, Director of Assessment

CALL TO ORDER
The meeting was called to order by Teresa Johnston shortly after 3:00 PM. The first order of business was to confirm the nomination of Tamara Livingston as Recording Secretary. The motion was made and seconded. As there were so few members in attendance, approval of the minutes from the last meeting was postponed.

GUEST PRESENTATION: DR. JEN WELLS
The meeting proceeded with a PowerPoint presentation delivered by Jen Wells on the efforts of the Office of Institutional Effectiveness to align and streamline campus-wide assessments including the Improve KSU initiative. She provided the slide deck of the presentation to the Chair. The presentation title, "Assessment Synergy" was meant to convey the understanding that the OIE is working to ensure that the various assessment initiatives across campus are noted and utilized in a synergistic way that avoids duplication of efforts, makes the best use of staff time and mitigates "assessment fatigue."

In 2017, the OIE convened a group to identify and analyze all of the institution-wide assessment initiatives currently in progress. They identified 22 initiatives. In order to understand points of commonality, the group conducted interviews to ascertain the nature of the assessment (internal/external, required, optional), scope, reporting cycles, data sources and degree of alignment with the University's strategic plan. In addition, the group noted whether the purpose of the assessment was to gather data or for bench marking, and how the assessments were reported. The group noted that almost all of the assessment initiatives or reports were mandatory with no flexibility in reporting timelines. In addition, these reporting deadlines were noted to be spread across the calendar year. In addition, the study revealed that "Improve KSU" is the only formal assessment or continuous improvement process for about two thirds of all KSU units.

The group also considered perception issues including "initiative fatigue" (the idea that there are too many initiatives), and the claim that specialized initiatives and programs have their own accrediting bodies and do not need to participate in Improve KSU. The group found that most claims that initiatives had separate accrediting processes were not true and that many initiatives had no assessment component. They did find, however, that there was significant overlap in terms of the types of information reported out by colleges that could be streamlined.

Looking at the University from the top down, there are four major plans with assessment components:
1. Strategic Plan
2. University Accreditation
3. Quality Enhancement Plan (QEP)
4. Momentum Year

The first two primarily concern the educational aspect of the university; the latter concern the operational/administrative side of KSU as well as Student Affairs. A diagram of these plans, their assessment components and the data sources of each were shown in a slide.

The group developed a number of recommendations in order to simplify and streamline required assessments, presented on a slide. To summarize, the groups recommended coordinating reporting cycles for certain large initiatives, requiring Improve KSU reporting to units or initiatives with no formal assessment component, update assessment related policies, develop online systems with centralized repositories.

An example of a coordinated reporting cycle was provided on a slide; the group is recommending a 3-year cycle. According to Jen Wells, this should not affect how units store and record information.

In response to a question about who maintains the data repository, Jen reported that UITS oversees it (Elizabeth Starnes; Tracy Collerain).

Phase II of the project will be to create an information portal/dashboard. This information will not be available for data mining however. OIE will create annual reports.

In response to a question about whether annual reports could be considered an assessment report, Jen said the OIE would reach out to individual units to see whether or not they should compete the Improve KSU or submit other reports instead.

REPORTS FROM COUNCIL MEMBERS
Policy Process Council (Teresa Johnston):
- The BOR is making a number of minor changes to policies. In general, they are not significant but should be noted.
- The Intellectual Property Policy has some final edits. The Committee reviewed edits about student intellectual property and university assisted textbook creation and costs.
- Contract Policy – the issue of who is authorized to approve contracts is now tied to the total dollar amount of the contract. This should be in effect soon.
- Contract submissions to the Contract Office should include the entire packet including justifications.

Tara McDuffie from Education Abroad asked whether or not student forms were also supposed to be submitted through the Contracts Office even though some have nothing to do with any contract.

Teresa replied she will be meeting with Brenda Stopher about refinements.

Faculty Senate:
Chris Hutt reported that the Faculty Senate primarily discussed the issue with the Culinary Sustainability program but that there was nothing of substance to report to the Administrator's Council.

Representatives from Staff Senate and the President's Planning and Budgetary Advisory Council were not present and no reports were heard.

COUNCIL ROUNDTABLE DISCUSSION:

- Contracts Office: Role and procedures for interacting with the Contracts Office: members expressed confusion about the role and processes of the Contracts Office. Teresa reported that the Office is still very new and is short-staffed, which adds to the delay in processing requests.

- Classifications and Pay-Bands: HR mentioned that this system will changing significantly soon.

- Foundation accounts: all Foundation accounts are now available through KSU systems, they still have to abide by all state policies. Units can still go directly to the Foundation for funding requests. The hop is that eventually these accounts will be available in PeopleSoft. It is still challenging to figure out how to handle gifts.

- Freedom of Expression Policy training for new employees. Brooke Bowen is the contact person but now only certain people are given the training.

- Presidential Search – the request for an open search was not supported. The search is closed and will be reported out.

- University Handbook Entries – Teresa will send out a draft entry for the Administrator's Council for feedback for submission to the Handbook.

- By-Laws of the Administrator's Council need to be edited.

- CAR Updates – Report for Phase 1 is supposed to be back to the University by the end of April. KC White has the report. According to the report KSU is organized currently like an hour glass with a large number of administrators on the top and staff on the bottom with very few "do-ers" in the middle. According to Huron Consulting, the ideal shape is a triangle; administrators should have 6-8 reports.

The meeting ended early; a motion was made to adjourn and was seconded.

Respectfully submitted,


Tamara Livingston