Call to order

The Administrative Task Force meeting was held in Bibb Graves Board Room on February 16, 2017. The meeting convened at 2:00pm, Dr. Molly Vaughn and Dr. Joy Borah co-chairs, and Bliss Adkison, secretary.

Member in attendance: Dr. Vince Brewton, Lisa Rogers, Dr. Jeremy Stafford, Ms. Darlene Townsend

Members not in attendance: Mr. Justin Alexander, Dr. Kimberly Greenway, Mr. Ethan Humphres, Ms. Jessica Mcalister

Approval of Agenda
Agenda was approved with no revisions.

Approval of the Minutes
Minutes were approved with no revisions.

Old Business

A. Rubric Review
Dr. Stafford reviewed the rubric with the committee. Floor was open for discussion concerning the rubric. The committee reviewed each criterion and how it corresponded to the template. The committee determined that wording in the rubric needed to reflect the template. The committee made several suggestions concerning the wording of the rubric.

Dr. Vaughn will work with Dr. Stafford and Dr. Greenway in order to complete the revisions. Revisions will be presented to the committee at the next Task Force committee meeting.

B. Quartile Review
Committee reviewed the quartile rating system. The floor was open for discussion. Committee members expressed concern that the system was too generic. Committee also suggested using a three-point scale instead of a quartile: Flourishing, Stable, Needs Attention. The committee decided to revise the rating system to include these three points instead of four.

Dr. Vaughn will work with Dr. Stafford and Dr. Greenway in order to complete a revised three-point rating scale. The revised rating scale will be presented to the committee at the next Task Force meeting.
C. Budget Chart

Committee discussed the budget chart. Many unit heads have had questions concerning the budget chart. Budget chart was determined to be too vague.

Dr. Borah and Ms. Adkison will work together to submit a more concise budget chart for the template. This budget chart will be presented to the committee at the next Task Force meeting.

Announcements

March 2nd meeting will need to be rescheduled. Ms. Adkison will send a Doodle poll with the two suggested dates of February 23 and March 3. Meeting will be scheduled based upon majority.

Adjourn

The meeting was adjourned at 2:48pm.

Submitted by,
Bliss Adkison