Administrative Task Force
Minutes of the Meeting of October 28, 2016
Bibb Graves Board Room
9:00am

Call to Order

The Administrative Taskforce meeting was held in Bibb Graves board room on October 28, 2016. The meeting convened at 9:00 am, Dr. Molly Vaughn and Dr. Joy Borah co-chairs, and Bliss Adkison, secretary.

Members in attendance: Dr. Vincent Brewton, Lisa Rogers, Melissa Thornton, and Darlene Townsend
Guest in attendance: Mitchel Moon and Luke Peterson

Approval of Agenda
Agenda was approved with no revisions.

Approval of Minutes
A correction was made to the minutes. Under section A, first paragraph, Information Technology Services was changed to Educational Technology Services. Motion to approve minutes with the suggested edit was made by Ms. Thornton. Motion carried.

Template
The committee discussed the draft template revisions. Word count will be limited for each question in the online template. An attachment area for additional documents, tables, and etc. will be optional at the end of the template instead of being offered for each question. The following revisions were made to the template draft:

- Criterion 1
  - Question 3: “Build and Maintain and Student...” was changed to “Build and Maintain a Student...”
  - Question 5: “Please provide both qualitative and quantitative...” was changed to “Please provide qualitative and/or quantitative.”
  - Question 6: “and external (alumni, donors, community, etc.) to it” was changed to “and external (alumni, donors, community, etc.) to the University.”
  - Question 6: parts a and b are to be included in the original questions.
  - Question 7: examples were taken out

- Criterion 2
  - Questions 1 and 2 will be combined. “Unit quality” will be changed to “Unit success and achieving goals.” Examples will be given for clarity.
  - Question 4 was deleted

- Criterion 3
  - Financial table will be included in the template following question 3. Each department will fill out the table with budget information.
  - Question 1 include “[5]” after the word “five”
  - Include the following question: “How is your department directly affected by changes in enrollment?”

- Criterion 4
  - Question 3: “university” was capitalized

- Resources of template will not be listed in the online version of the template.
**Timeline of Template Production**
The committee, Mr. Moon, and Mr. Peterson discussed the deadline for the completion of the template. The committee decided upon December 4th as the template deadline. Mr. Moon will report back to the committee with the online template on that date.

**Assignment List**
Committee reviewed the updated assignment list. The committee discussed the analysis of centers within the University. The committee concluded that the same metrics that are used for the annual report will be used to establish which centers will be analyzed. Centers within this criteria that do not receive direct funding from the university will not be analyzed.

Assignment list was redistributed in order to have an equal number of units for each committee member.

**Peer Institutions**
Committee members discussed the list of ranked peer institutions provided. The ranking was determined by identifying institutions similar to UNA using College and University Professional Association for Human Resources data, provided by the Human Resources Office. These twenty nine institutions were given to Institutional Research and compared to UNA using the Integrated Postsecondary Education Data System information (IPEDS). The fields chosen from IPEDS included enrollment information, retention, graduation rates, financial information, etc. These fields were then compared to UNA and the schools that most closely resembled UNA were identified. The top ten schools were brought to the committee for review. The committee decided the first ten institutions would be used for comparable analysis, with exception to the University of Houston-Clear Lake. It will be deleted from the list and will be replaced by Arkansas Tech University. This is due to the fact that the University of Houston-Clear Lake does not have an athletic program.

**Unit Head Meetings**
Committee discussed each member meeting with their assigned unit head. This informational meeting will be scheduled prior to the online template being made available to the units in order to answer any initial questions or concerns. **The deadline for these scheduled meetings will be November 22, 2016. Committee members are to confirm that they have met with all of their assigned unit heads via email on that date.**

**Pilot of Template**
Committee members are to ask staff members within their departments to review the template for feedback. **All suggestions should be submitted to the co-chairs by November 3, 2016. The template will then be finalized on November 4, 2016.**

**Unit Head Training/Q&A sessions**
The committee agreed to offer a lunch training/Q&A session for all unit heads. **The dates for the lunch will be December 13th and 15th.**

**Announcements**
The next committee meeting will be held on December 8th in the Bibb Graves Board Room at 2:00pm.

**Adjourn**
The meeting was adjourned at 10:46am.

Submitted by,
Bliss Adkison
Secretary (2016-2017)