

To: Scott Jones, Secretary, Faculty Senate

CC: Marilyn Kintzele, President, Faculty Senate

From: Mohammad Meybodi, Chair  
Faculty Senate Administrative Review Committee

Subject: 2006-2007 Annual Report

Date: May 3, 2007

### **Background and Composition of the Committee**

The Faculty Senate Administrative Review Committee for 2006-2007 was composed of the following members: Marcia Gillette, Debra Fawcett, Ria Lukes, Allen Safianow, Masato Ogawa, and Mohammad Meybodi. I served as the chair of the committee.

### **Work Completed**

The Faculty Senate Administrative Review Committee (FSARC) in 2006-2007 had the following activities:

A) Initiation and monitoring the review progress for the following administrators:

1. Jack Tharp, Vice Chancellor for Student Services & Enrollment Management
2. John Stachacz, Library Director
3. Penny Cass, Dean of Nursing
4. Niranjana Pati, Dean of the School of Business

The review of Jack Tharp followed the guidelines developed by FSARC in 2005-2006. Following the guidelines, Vice Chancellor Review Committee was selected by the Faculty Senate Nominating Committee in September 2006. Members of the Committee were: Michael Finkler, Dianne Roden, Linda Wallace, Shirley Aamidor and Kelly Brown. Dianne Roden served as the chair of the Committee.

The Vice Chancellor Review Committee conducted the review of Vice Chancellor Jack Tharp using on-line survey instrument. The Committee received 116 responses from various constituencies. The Committee followed the guidelines developed by Faculty Senate Administration Review Committee in 2005-2006. Following are the Committee's observations and recommendations: 1) The on-line survey worked very smoothly and allowed the committee to solicit input from a wide range of constituents at almost no cost. 2) The evaluation form developed by the Faculty Senate Administrative Review Committee is quite long; serious consideration should be given to reducing the number of questions. 3) All respondents should be encouraged to skip any part of the survey that does not apply to them. 4) The procedures and suggested timeline developed by the Faculty Senate Administrative Review Committee were straight forward and relatively easy to follow. Procedural report for the review of Vice Chancellor for Student Services

and Enrollment Management was presented to the Faculty Senate on April 23, 2007 meeting.

The review of the other three administrators followed the existing guidelines. Following the guidelines, each unit elected their committee, distributed evaluation instruments, collected the instruments, summarized evaluations, and reported the final result to immediate supervisor of the administrator under review. Each committee also sent a procedural report to the chair of FSARC. All three reviews have been completed by early Spring semester. Procedural reports from the three committees suggest the following recommendations: 1) The survey instruments need to be divided to different sections to better represent primary and secondary (internal and external) constituencies. 2) Clarification of the number of secondary constituencies with respect to the number of primary constituencies. 3) Making the revised survey instrument available in computer file format.

B) The other task of the FSARC was development of a survey instrument for the review of Vice Chancellor of Academic Affairs. This task was a continuation of the activities of the Committee in 2005-2006. The survey instrument for the review of Vice Chancellor of Academic Affairs was approved by Faculty Senate On April 23, 2007 meeting.

I wish to express my sincere appreciation to all members of FSARC for their cooperation. Special thanks to Marcia Gillette for graciously volunteering to edit the documents. Thanks and appreciations are also due to Departmental/School/Library representatives Ria Lukes, Debra Fawcett, and Mohammad Meybodi for assembling the review committee and coordinating the review process in their own individual units.