

Re-Organization Evaluation Committee Notes
April 6, 2006

TO: Members of the Re-Organization Evaluation Committee

FROM: Ruth Smith and Phyllis Sanders

RE: Minutes of the April 6 meeting at 12:30 in the ULM Conference Center

Members Present: Trevor Melder, Andria Price, Mary Schmeer, Cori Scroggins, Camille Currier, Tammy Parker, Carl Thameling, Jim Casey, Phyllis Sanders, Bernadine Adams, Ruth Smith

Minutes of the March 28 meeting were approved with the addition of the names of the members present.

The Committee shared comments concerning the packets of information submitted by the three deans. Dr. Smith explained the hierarchy for Arts/Science (Flow Chart) with roles and responsibilities and added a new document which had been given to department heads and secretaries in Arts and Sciences on Wednesday, April 5. The document assigned specific secretaries in the dean's office who will work directly with departments to assist with the departmental workload. Committee members expressed concerns over the number of assignments given to secretaries. Dr. Smith and Ms Price explained that these same secretaries will continue to complete work assignments in the dean's office too and that all will work together to try to share the workload.

Members discussed the reassignment of secretaries during reorganization and asked if any secretaries were released. Ms. Price indicated that a few who were on probation were released but that others were moved to other offices and to some positions that were not clerical. Questions were posed concerning the need for multi-tasking, the reaction of secretaries, the overworking of secretaries which may have a negative impact on working with students.

Suggestion

Assigned secretaries in Arts and Sciences should be invited to attend department meetings so that they can get to know faculty and so that departments will understand what the secretaries will be able to do for them.

The Committee remarked that Dr. Berry's list of items that did not seem to be working was a good starting point and requested that the other deans and their decanal staff be asked to formulate their own lists of what's working and what's not working. With this information the Committee can begin to formulate questions for various focus groups. Discussion followed about the best procedure to develop so that all areas of the campus

have an opportunity to participate. The initial plan of action will be to ask that the three deans and their associates and assistants submit a list of what they perceive to be working and not working by Tuesday, April 25. This same information will be solicited by e-mail, discussion board, and hardcopy from across campus beginning in early May. The Committee will then use this information to formulate a list of questions to be used in meetings with focus groups over the summer and early fall.

The next meeting will be May 1 at 3:00 p. m. The place will be announced later.

Approved 05/01/06