

June 27, 2006

TO: All Members of the Reorganization-Evaluation Committee

FROM: Phyllis Sanders

RE: Minutes of the June 26 meeting in Adm. 1-45

Phyllis Sanders, Andria Price, Carl Thameling, Trevor Melder, Cori Scroggins, and Ruth Smith were present. Tammy Parker, Jim Casey, Bernadine Adams, Camile Currier, Mary Schmeer, and Judy Smith were excused.

The minutes from the June 8 meeting were approved.

Dr. Smith reported on the finalized version of the survey to be posted on the web. Lindsey Wilkerson in Public Affairs has created a webpage for the Committee minutes and information, and he is working with Bryan Taylor to develop the survey instrument. The goal is to have the survey live by the middle of July and to leave it up until late September.

Dr. Smith reported on her meeting with President Cofer. He was open to the Committee's recommendations which were made upon review of the exit survey of graduating seniors:

***Committee Recommendations***

- Send an email to all faculty and staff outlining the changes that were made as a result of the reorganization, including notice that departmental offices will not always be open and that students and visitors should first be sent to the offices of the academic deans if they need assistance from academic departments;
- Place on buildings and in central locations temporary signs indicating who the academic deans are and where their offices are located;
- Prepare temporary signs indicating what units are found in the buildings;
- Prepare a link on the Arrow system directing students to the offices of the academic deans as the first stop for questions concerning academics so that they may be redirected to the departmental offices which are open;
- Address the need for more copiers available to students in locations other than the University library;
- Arrange for Financial Aid to meet with advisors from all areas with pre-programs so that they can be informed about the issue of academic compliance and the possibility of losing aid due to accumulating too many hours.

Dr. Smith will talk with Dr. Hood and Dr. Richters concerning the possibility of implementing the recommendations.

Dr. Smith reported that Dr. Richters had provided the information concerning the amount saved through the reorganization and how the savings were spent. According to Dr. Richters, the total amount saved as a result of reorganization was \$883,000. This savings was a direct result of reducing 12 month department heads to nine months and reorganizing and reducing secretarial staff. Of this amount \$623,000 was put back into faculty raises. \$73,000 was used for equity for 12 month directors and department heads. The total amounts dedicated to salaries and benefits

equaled the \$883,000 that was saved. In addition, business/operation managers were hired for Business, Education and Arts and Sciences.

The Committee then began initial discussions about how to organize focus groups. Several suggestions were made:

- Group by college area
- Deans, associate, assistants (may want to leave out initially since they sent emails earlier this year/ follow-up if needed.)
- Faculty
- Student Services
- Business Services
- The group composition size (20-25)
- Session Duration (45-60 minutes)
- Timeline for group sessions (Begin late July)
- First College sessions during week of welcome
- At least three committee members will attend each session. (Rotation)
- Recommendations and comments will be kept on a computer for all to see during the discussions as a running summary.
- A preliminary practice session will be held for Committee members
- The focus meetings should contain drinks, snacks, etc. so that the participants can relax

The next meeting will be July 27<sup>th</sup> 2:00, and the focus group discussion will be wrapped up. This session may also constitute the run through session before the first focus group is scheduled.