



## **APASP Task Force Meeting Minutes**

Thursday, June 8, 2017 | 9:00 a.m.-Noon | Todd #204

### **In Attendance**

Beverly Edmond

Liz Putnam

Andrew Ware

Jen Zellmer-Cuaresma

Anisa Ricci

Claudine Cellier

Rebecca Power

Megan Stark

John DeBoer

Ona Renner-Fahey

Stephanie Domitrovich

Chase Greenfield

Tom DeLuca

Lucy France

Dawn Ressel

Colin Henderson

Chris Fiore

Steve Schwarze

Rozlyn Haley

Erik Johnston

Scott Whittenburg

Nathan Lindsay

Hillary Stowell

Laurie Fisher

### **Update from the Metrics Sub-Committee**

Professor Andrew Ware reported that the Metrics Sub-Committee is continuing to work on the list of programs and should have it completed within the next week. They are working with the Provost's Office and DATA Office to compile the list.

CIO Matt Riley attended their last sub-committee meeting to give them an overview of the Administrative Review that was conducted a few years ago, as well as the key takeaways about what did and did not work well.

The sub-committee is working to outline the metrics for the administrative services review (ASR) and have some concerns because of the lack of benchmarks. It was suggested that the ASR be conducted by looking at services rather than offices. Provost Beverly Edmond shared that the Forward 125 Project Management Team discussed the ASR at their last meeting and all agreed that it needed to be done and liked the idea of looking at services across sectors rather than specific offices.

### **Update from the Criteria Sub-Committee**

Professor Steve Schwarze reported that the Criteria Sub-Committee is working on a process and structure for the ranking categories and shared a handout with the details. The sub-committee asked for feedback from the full task force on this topic. The conversation amongst the Task Force members focused on the scope of expectations for each category, the process for sorting programs into categories, and how this fits in with the overall prioritization process. It was decided that the sub-committee would discuss further and bring forward a recommendation at the next full group meeting.

Professor Schwarze also shared the draft set of criteria for administrative services. The conversation amongst the Task Force members focused on making sure that the criteria don't cause the unit heads to get too bogged down, and allow them the opportunity to highlight their strengths. It was decided that the sub-committee would discuss this further and bring the document back to the full group at a future meeting.

The group also discussed the proposed pilot project idea. Several members of the group made the points that the Task Force needs to clearly define and communicate what we mean by "pilot" and how it will be used as there's some confusion on campus. Others expressed concerns about using actual programs during the pilot project and suggested working with other campuses or simulating program data for the pilot. Overall, the main goal of the group is to ensure that nothing interferes with the integrity of the prioritization process.

### **Update from the Framework Sub-Committee**

Professor John DeBoer reported that the Framework sub-committee has been working on the timeline for the past few weeks and is close to finalizing and sharing with the campus community. Provost Edmond attended their last sub-committee meeting and they had a productive conversation about the revisions to the timeline. They will bring it before the full group for a vote at the next meeting.

Chase Greenfield reported that the sub-committee will be focusing their efforts on combining and finalizing the charter and framework documents next. He also reported that they had a good conversation about the role of deans and directors in the process. This conversation will be picked up by the criteria sub-committee next.

### **Update from the Communications Sub-Committee**

Claudine Cellier reported that the Communications Sub-Committee is planning to send an update to campus next week. They are also working on the FAQ page on the APASP website. There will be campus forums on June 22<sup>nd</sup> and 23<sup>rd</sup> (details TBA).

### **New Business/Roundtable (All)**

The Task Force returned to the discussion of a pilot program. Members want to be sure that the overall process is not compromised in any way by running a pilot program. It was decided that the Framework Sub-Committee would discuss this at their next meeting.