Committee on the Evaluation of Central Office Administrators (EOCA) Annual Progress Report for 2017-2018

Submitted by: Professor Dawn Anderson-Butcher, Chair (6/13/18)

The following served as EOCA Committee Members for FY18:

Win Adissem, Student Assistant and Resident Student Advisor
Dawn Anderson-Butcher (Chair), Professor, College of Social Work
Meg Daly, Professor, College of Arts and Sciences
Lisa Florman, Professor, College of Arts and Sciences
Tom Gessells, Director of Info Technology OSU Health Plan; USAC Chair Elect
Laura Justice, Professor, College of Education and Human Ecology
William Martin, Dean, College of Public Health
Michael Mercil, Professor, College of Arts and Sciences
Courtney Sanders, Program Coordinator Political Science; First Year USAC member
Alex Wesaw, Chair of the Council for Graduate Students
Lisa Voigt, Professor, College of Arts and Sciences (added in April, 2018)
Karla Zadnik, Dean, College of Optometry

Brief Review of Meetings and Agenda Items and Outcomes:

The full committee has met three times since November of 2017. Key dates and agenda items/decisions include:

<u>Nov 6, 2017:</u> Initial Meeting of the membership, Overviewed Senate Rules and EOCA action items; Elected Chair (Anderson-Butcher); Discussed two candidates under review this year; Determined need for clarification of the intent of the evaluation, decision on who to review, and use of the findings for Central Office; Expressed concerns related to timeline.

Nov. 11, 2017: Committee met with Provost McPheron to clarify role of EOCA and determine value of committee's reviews; Finalized decision to review two candidates; Determined that the committee would begin reviews in summer/fall 2018 to align work better with rules; Identified need for additional members; Solidified priorities related to developing more formalized review process in partnership with the Office of Human Resources; Members agreed to serve on committee until December 2018 to align with EOCA Rules and action steps.

<u>April 11, 2018</u>: Reviewed and finalized timeline/Gantt chart outlining key EOCA Committee action steps that align to Senate Rules; Determined review panel compositions; identified subgroup to work on creation of By-Laws (Sanders and Anderson-Butcher); Established priority for meeting with OSU HR to develop more formalized review process before August (when reviews begin) and determined lead (Anderson-Butcher).

Additionally, the chair and select members of the committee have had several other meetings and communications to continue the work of the committee, including:

- Met with the Provost and Vice Provost to set the stage for working with OSU-HR to determine next steps for EOCA and formalizing the review process
- Finalized the committee composition so it aligns with Senate Rules (Anderson-Butcher, Givens, and Brad Harris)
- Established Buckeye Box folder to store files, timeline, and meeting minutes
- Based on the 2017-2018 Best Practices Draft included in the 2017 EOCA Annual Report, a timeline GANTT Chart was created to guide Committee efforts throughout the year and assist with year-to-year EOCA transitions (See attached; Anderson-Butcher with Zadnik)
- Established 2 review panels for the candidates to be chaired by Florman and Justice
- Review panel chairs and the Provost have communicated with the 2 candidates who will be reviewed
- Drafted EOCA By-Laws for review by the Committee in summer 2018 (Sanders with Anderson-Butcher)
- Began working with Susan Basso to research EOCA process in comparison to other benchmark institutions and develop more formalized review process (Anderson-Butcher with Sanders)
- Participated in the Faculty Senate Committee to align efforts with other Senate Committee activities (Anderson-Butcher).

Next Step Priorities for June 2018-December 2018

Several next steps are priorities for the EOCA. Two members (Anderson-Butcher and Sanders) are currently working with Basso to draft a more formalized review process. A meeting is scheduled for June 20th to continue to refine this protocol. Once the review process is drafted, the committee will meet in July to finalize the EOCA by-laws, finalize and approve the new review process, and plan for the review panel activities beginning in August/September. Reviews will happen in the fall of 2018, and summary letters will be completed by December. The Chair will continue to serve on the Steering Committee, and new committee membership will be established before January 2018.

Table 1. 2018-2019 EOCA Timeline. (4/13/19 FINAL)

Tasks	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	ОСТ	NOV	DEC
TYPICAL YEAR EOCA TIMELINE AND AC	TIVITIES	(BASED	ON PAS	T WORK	AND R	EVISED I	OR CA	LENDAF	R YEAR)			
Finalize committee composition and Chair												
based on EOCA rules												
Develop and finalize timeline for year												
Executive committee of faculty council												
meets with President and Provost to												
determine 2 central administrators for												
review												
Meet as committee to review roles and												
responsibilities and to review central												
administrators selected												
Collect job descriptions and additional												
data on candidates												
Determine 2 review panels comprised of												
EOCA members per EOCA Rule (in												
consultation with President and Provost)												
Determine potential faculty chairs for 2												
panels (in consultation with President and Provost and secretary of the senate)												
The panel chairs contact administrators to												
be reviewed, by email, and set up an												
initial meeting (attended by at least 2 and												
ideally as many as possible panel												
members) with the purpose to												
understand the scope of the job												
of this VP, their org. chart and to explain												
the review process and get a list of people												
candidate recommends be interviewed.												

Tasks	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	ОСТ	NOV	DEC
Panel chairs in consultation with their												
review panels finalize list of people to												
interview and determine guiding												
questions for interviews												
Meet with provost to confirm process, topics for review, and interview list												
Schedule and conduct interviews (minimum of 2 panel members at each one)												
Panel chair determines if there is need												
to interview anyone else for clarifying												
points and collecting more												
information; and conducts additional												
interviews												
Panels meet to discuss feedback and												
information collected during												
interviews												
Panels draft and finalize written reports												
on each candidate which includes:												
•Process and source(what was done and												
how, dates)												
●Organization of Report (what is												
included)												
Part 1: overall impressions												
Part 2: leadership style, diversity, etc												
Part 3: Advice and recommendations and final comments.												
and final comments Present written reports to the President												
and Provost												
Send copy of written report to												
candidates and cc the President and												
Provost												

Tasks	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	ОСТ	NOV	DEC
Inform Senate steering committee that the reviews are completed												
Steering committee, EOCA Chair, President and Provost determine composition of next year's committee and Chair and make invitations												
OTHER TASKS FOR 2018-2019												
Develop and finalize EOCA by-laws												
Review EOCA rules and make suggestions for changes to Senate and steering committee												
Submit summary of EOCA progress to steering committee												
Create protocol for conducting the review with support from human resources												
Chair oversight and involvement in Faculty Council meetings												