

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:

Nov 6, 2017: 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 McPherson 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.

April 11, 2018: 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.

