

**Executive Team Meeting Agenda**  
**June 5, 2018 | 8:30 – 10:00 a.m. | Room G2**

**Purpose Statement:** *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

**Members:**

Dr. Susan J. Wolff, CEO/Dean

Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean

Dr. Heidi Pasek, Chief Academic Officer

Ms. Carmen Roberts, Operations & Finance Manager

Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer-**absent**

Dr. Darryl Stevens, CFO-**absent**

Mr. Lewis Card, Executive Director of Communications, Marketing & Development

**Strategic Agenda**

**1. Administrative Program Review**

**Presenters:** Ms. Roberts

**ET Lead:** Ms. Roberts

*Notes:* The Administrative Program Review Committee has been meeting for about three months and have reviewed several methodologies for administrative program review. They created the self-evaluation questions, as well as a rubric for the committee to review the evaluations. These tools will be used by departments for self-reflection. Due to the complexities and differences of the administrative programs, they will not be rated against one another but rather compare data each year to gauge effectiveness and seek improvement. The first year will be the most challenging and time-consuming. It will include mostly qualitative data, with some quantitative.

Suggestions were made to the list of areas for review and the self-evaluation form.

**2. 2018-19 Membership in Council for Undergraduate Research (CUR)**

**Presenters:** Dr. Pasek

**ET Lead:** Dr. Pasek

*Notes:* The Executive Team agreed to continue membership in CUR with other MUS campuses. The cost is \$300.

**3. Communications**

**Presenter:** Mr. Card

**ET Lead:** Mr. Card

*Notes:* A reminder: With the legislative session and general election seasons upon us, employees are not to use company time or property to share personal opinions/beliefs regarding candidates or issues.

**Upcoming Events**

**June**

- **Chamber Business After Hours** June 6, Meadow Lark Country Club, 4-6pm

**July**

- **Independence Day** July 4, Office Closed
- **Executive Team Retreat** July 17

**August**

- **Fall Welcome Back – Faculty** August 22, 9am, B101
- **Classes Begin** August 27

**September**

- **Labor Day** September 3, Office Closed
- **Fall Welcome Back – Staff** September 21, 9am, B101