

Meeting CAS Chairs February 22 Summary

1. By way of preparation for upcoming annual review of staff and administrators:

Jim passed out the top five and bottom five questions for staff in the spring 2005 Climate Survey, the PAQ on staff evaluation (as well as a new PAQ extracted from the Faculty Handbook, on tasks that may and may not be assigned to administrative assistants), a schedule of H.R. workshops on supervising and evaluating staff, an e-mail on staff evaluation given to Chairs last June, and the new form for evaluating staff and administrators.

- The Climate Survey revealed that staff are deeply committed to Loyola, yet do not feel they are rewarded for their efforts, and think that there is not enough collaboration about the divisions and departments of the College.
 - The Budget Committee has worked hard this year on the issue of staff pay (one sort of reward) this year. For example, the recommended staff increase will be 4.75% (while the faculty/administrator increase will be 3.75% {2.6 C.P.I.}).
 - On the broader collaboration issues,
 - a focus group after the Climate survey surfaced some administrative assistants who think that some Chairs do not take the evaluation process seriously (see June 2005 email to Chairs).
 - Jim has met with a group of administrative assistants a couple of times of the last few months to clarify scheduling problems with his office. In the course of these conversations he has NOT heard complaints about Chairs not taking the evaluation process seriously. But he has heard a lot of soft complaints about the need to have clearer communication not so much with Chairs as with faculty within departments, more sharing of how different departments do things, etc.
- He reminded Chairs that the PAQ was a summary of the workshop H.R. gave to Chairs two years ago. This is something like what H.R. is telling staff and administrators about their jobs – and it is important that Chairs know what H.R. is telling them. See enclosed list of workshops H.R. gives on these issues.
- The June 2006 email outlines the issues that face Jim and Amanda as they distribute pay to staff and administrators. Given what has been learned from the Climate Survey and what we say about the difficulty of understanding about 60 distinct jobs, it is important that everyone use the new form.

2. Strategic Planning

Jim reminded Chairs that the new Strategic Plan is important for departments insofar as it

will set priorities on everything from faculty we hire to what money we will raise in the next capital campaign. It is therefore crucial that departments start thinking “strategically” about how departmental needs will align with other departments, and the needs of the whole College.

The handout on the status quo on the current strategic plan in academic affairs is a reminder of the status quo – the Big Ideas from the last plan (as well as the small ideas that were steps to implementing the big ideas), the way we have accomplished some goals, put off others, partly accomplished still others. The revised copy of the plan (handout) that Fr. Linnane gave to Chairs at the December CAS/SBM Chairs lunch outlines the process to be used over the next four semesters. Anne Young is now the point person for the new Strategic Plan, added to Loyola Conference.

The President has called a meeting in mid-March to continue the planning-to-plan process. Jim needs ideas on both questions raised in the agenda: some Big Ideas, some ways the process outlined by the President might be refined. Jim asked Chairs to break out into four groups, discuss the two questions for x minutes, and report back to the whole group: graduate [Amanda], humanities [Claire], natural science [Rob], and social science [Jai]. Jim will summarize the ideas for all to see by the next CAS Chairs meeting.