MEMORANDUM

TO: Sub Committee "d", s-c"d", of Ad Hoc Committee on Administrative Structure

FROM: T. Norman Tomazic, Sub-Committee Chairman
Office #218, Phone 3251 Ext. 0
Environmental Science and Technology Building

DATE: February 24, 1977

RE: Minutes of February 22 Meeting

All members were present for the first meeting of sub-committee "d". Discussion centered around the purpose of the s-c"d" sources of information to aid s-c action.

It was decided that s-c members should review the report of the recent WKU Institutional Self-Study. The AAUP survey was suggested as a possible model for evaluating the administrative process.

Evaluation methods were discussed peer - self - superior - subordinate - outside agencies.

The Southern Association study was suggested as a resource for the s-c.

The s-c agreed on the possible thrust of evaluating the administrative process rather than individual administrators.

Some procedures for evaluation suggested were: Checklists, rating scales, negative comments, positive comments.

The hazard of linear rating scales was discussed - circular spherical scales with poles properly determined might be more appropriate.
Evaluation As A Process

Purpose Needs Defining \[\rightarrow\] Purpose

\[\text{Superior} \quad \text{Subject} \rightarrow \text{Process} \rightarrow \text{Results}\]

Feedback
Meeting adjourned at 4:10pm. Next meeting of s-c"d" scheduled for Tuesday, March 1, 1977 at 3:15pm same place.