1. Will be posting a 9-month, 25% Graduate Administrative Fellow position to focus on implementing diversity goals of the college

2. Diversity training for student employees and student club leaders will take place in the fall

3. SLG Retreat -- August 25 at American Swedish Institute

4. Offboarding of faculty and staff
   a. Procedures for planning retirement/resignation events were discussed
   b. Exit interviews were then discussed. They have sometimes been done at a departmental, collegiate, and university levels in the past. It was felt that these would be useful.

**ACTION STEPS:**

   i. Faculty and Staff Retirements/Departures - Email will be sent to Design_All listserv to notify faculty and staff of retirement/departure.
   ii. With regards to celebration, invitees will be determined by the supervisor in consultation with the faculty/staff member.
   iii. Jan will develop a draft of exit interview guidelines to be discussed at a later meeting.
   iv. Develop WorkflowGen as a way to track the steps in the on-boarding through the off-boarding processes for supervisors to follow.

5. Academic program director roles
   a. Each department/school described the compensation of academic program directors, e.g., course release, salary supplements, the scope of responsibilities and expectations of program directors, training and/or orientation for new program directors, performance review as a director, and how the director is determined.

**ACTION STEPS:**

   i. Architecture will share an example of a program director position description.
ii. For a renewal of appointment, program directors should complete a statement of accomplishments during the term and goals for the future and distributed to the head and the faculty program committee. No automatic renewals/extensions will be granted.

iii. The process by which program directors are selected and their terms should be in the school/department bylaws.

iv. Each unit will create program director position descriptions and a formal appointment letter that specifies, for instance, compensation and the term length. Units will clarify who reviews the director’s work.

v. Jan will draft a formal template letter that can be used by department/school heads for directors in place for FY16.

6. Developing college-wide performance evaluation framework and metrics – including merit review standards. Discussion centered on:

   a. For faculty and non-instructional PA staff
   b. We have used a scale of 1 to 5 for staff, with 1=unsatisfactory, 2=requires improvement, 3=proficient, 4=exceeds expectations, and 5=outstanding.
   c. What is an appropriate rating scale for faculty?
   d. How do we message that any individual doing a job well (proficient) will always receive a below average merit increase?

**ACTION STEPS:**

   i. All 3 heads will discuss the best pieces of each of their review processes to develop a “best practices” guide. The goal is to create performance evaluations of faculty that can ultimately be well-understood by the dean.
   ii. Salary Equity Committee will convene each year.
   iii. “Average merit pool is 2%” will be removed from performance review documents.
   iv. Jan and Carrie will revise the staff performance review form in consultation with the SLG.