

**Administrative Review Committee  
2006/2007**

**Charge:** It shall be the chief body of the Senate for reviewing and evaluating administrative performance and proposed reorganizations. It shall be consulted about and represented on all search committees at the level of Dean or above.

Chair: Robert Kelly, elected fall 01

**Humanities and Fine Arts:**

Mario Mignone	Euro. Lang, 2-7444	MMignone@notes.cc.sunysb.edu	9/07
Vacant			

**Social and Behavioral Sciences:**

Daniel Levy	Sociology, 2-4356	DLevy@notes.cc.sunysb.edu	9/07
Nancy Squires	Psychology, 2-7805	NSquires@notes.cc.sunysb.edu	9/08

**Natural Sciences:**

Scott McLennan	Geosciences, 2-8194	Smclennan@notes.cc.sunysb.edu	9/08
vacant			

**Library:**

Daniel Kinney	Library, 2-7921	dkinney@notes.cc.sunysb.edu	9/09
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**College of Engineering:**

Robert Kelly	Computer Science, 2-7543	Robert.Kelly@sunysb.edu	9/09
Vacant			9/07

**Health Science Center:**

Susan Werner	HSC Library	SWerner@notes.cc.sunysb.edu	9/07
Stephen Walker	Oral Biology & Pathology	Stephen.Walker@stonybrook.edu	9/08

**Professionals:**

Paula Di Pasquale	Undergrad Biology, 2-1337	pdipasquale@notes.cc.sunysb.edu	9/07
Benjamin Williams	Radiation Oncology, 4-5675	bewilliams@notes.cc.sunysb.edu	9/09

**Students:**

Graduate Student (1):

Undergraduate Student (1): Andrew Curran (djcurran@optonline.net)

### Administrative Contacts:

George Meyer, President's Office

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## **Minutes – Meeting of Tuesday, November 29, 2005**

### **Items**

- The committee reviewed and accepted the minutes of the meeting of 11/22/05.
  - A suggestion was raised concerning the possibility of on-line committee minutes. R. Kelly will discuss this with L. Theobalt.
  - The committee discussed the request to meet at alternating times so that members who could not attend the Tuesday time slot could still participate in the work of the committee. It was agreed that this would be good for the committee, and the alternate time was to be Thursdays mornings.
  - The committee reviewed the current version of the 2005 survey, and suggested a three minor changes (date of survey, removing Fred Preston's name, and removing 101 from Question 58. In addition, there was a suggestion to separate the Melville Library from the HSC Library if the survey responder affiliation question does not already do so. R. Kelly will provide these changes to M. Bishop for final production of the survey.
  - The committee discussed changes in the University unit heads, and M. Mignone suggested that a copy of the 2003 survey results be provided to the new Dean of Medicine. R. Kelly will send the report.
  - Various survey announcement mechanisms were discussed, including:
    - Request to Deans (to be forwarded to Chairs)
    - Announcement at the Senate meeting
    - Happenings
    - Web announcement (DoIT/Melissa)
    - E-mail broadcast announcement
    - Special e-mail to head of nursing
  - The committee also agreed that the survey would include a follow-up in January for those faculty and staff who were unable to respond at the end of the semester.
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## **Minutes – Meeting of Tuesday, November 22, 2005**

### **Items**

- The committee reviewed the plans for release of the 2005 survey. The survey was completed in the spring semester, but not yet released. R. Kelly will send a copy of the survey to committee members, and the committee will discuss final plans for release at the next meeting.
  - The committee discussed ways to increase participation in the survey. The committee agreed to review the release plans at the next meeting, which will be on November 29.
  - The committee also discussed the use of targeted follow-up surveys for items discovered in need of further investigation. In the case of the 2003 survey these areas would be the Melville Library and the HSC administration. The committee agreed that a follow-up survey of the HSC should wait until the new President and Dean were in their positions long enough to have some effect. The committee also agreed to defer the Melville Library survey until after the 2005 survey results were analyzed.
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**Administrative Review Committee**

## Annual Report 2003/2004

**Robert F. Kelly, Chair**

The Administrative Review Committee processed the 2003 Faculty and Staff Survey, analyzed the results, and produced a variety of reports focused on the performance of various administrative units as identified in the survey. Reports included the tabulated responses to questions associated with each of the identified units, a comparison of the results with those of the previous survey, and comments associated with the unit. The units for which reports were produced were:

- College of Arts and Sciences,
- College of Engineering and Applied Sciences,
- Dental School,
- Graduate School,
- School of Health Technology & Management Marine Sciences Research Center,
- School of Professional Development and Continuing Studies,
- Melville and Branch Libraries,
- School of Medicine,
- Administration,
- Research, and
- Student Affairs.

In addition, the committee produced a final draft of a report on the complete survey. The report will be finalized with the addition of responses from each of the individual units

The remaining tasks associated with the survey that will be completed during the 2004-2005 academic year are:

- Production of reports for the office of the Provost and President,
- Obtaining responses from each of the unit heads,
- Production and on-line distribution of the final version of the survey report, and
- Preparation of the 2005 Faculty survey.

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Administrative Review Report  
2002/2003  
Dr. Robert Kelly, Chair

The Administrative Review Committee completed the Faculty Survey, which was implemented by Melissa Bishop as a Web-based survey. The survey will be available for faculty and staff response during the remaining weeks of the Spring 2003 semester. The results will be tabulated in the May - June period for subsequent analysis during the Fall 2003 semester.

The remaining tasks associated with the survey that will be completed next semester are:

- 1) Solicitation of comments from individuals and organizations identified in the survey
- 2) Analysis of the survey results
- 3) Comparison with the results of prior surveys
- 4) Publication of results of the survey along with the responses of individuals/organizations

A separate ARC item to be addressed next semester is a follow-up to the Administrative Review Procedure.

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Annual Report  
Administrative Review Committee  
1999-2000

The Senate Administrative Review Committee has undertaken an assessment of the recently consolidated College of Arts and Sciences Dean's Office currently headed by Paul Armstrong. A survey instrument is being developed. It is currently in its third draft and will undergo at least one more revision before it is administered. The Committee decided to survey all Chairs or Directors of the thirty-seven academic units that report to the new CAS Dean and also their major administrative assistant--either their Administrative Assistant (ATC) or the Director of Graduate or Undergraduate Studies. It was felt that these two individuals would have the most contact and familiarity with the CAS Dean's Office, and therefore could provide the most meaningful assessment of it.

The actual final drafting of the survey, its administration, analysis and write-up will be conducted by the new Stony Brook Center for Survey Research headed by Professor Leonie Huddy of the Political Science Department. The Center will conduct the survey using their new computer-assisted telephone interviewing system and trained interviewers. The Provost's Office has underwritten the costs of the survey. We hope to have the survey ready to administer by early May.

Respectfully submitted by,

Paul M. Wortman, Ph.D.  
Professor of Psychology and  
Chair of the Senate Administrative Review Committee



Created by [Melissa Bishop/DoIT](#), November 1998  
Modified by Laurie Theobalt, October 2006