Administrative Services Review Committee Meeting
August 20, 2014
1:00-3:00 p.m.

Action

1. *Meeting Summary for Last Meeting (August 6, 2014)*

2. **Review of Consolidated Document: Preliminary Areas of Focus Captured by Subgroups**
   - Committee will note areas of unnecessary duplication and reach Committee consensus on which Subgroup will address

3. **Discussion of goal to pursue: assurance** that campus has had a **reasonable opportunity** to propose areas of focus
   - Committee will define a methodology that will ensure the campus has had an opportunity to propose areas for review or it will define a proposed role for Dr. Kelly Foster (Director of Applied Social Research Laboratory) to provide support and services that will achieve that objective (Scott Beck will help focus discussion on what might be a charge for ASRL)
   - **NOTE:** Rick Staisloff indicated he will provide sample surveys for committee members to review, and he has indicated they will be made available by the end of the week. Once received, I will assure their distribution to the Committee; and they may assist in this discussion.

4. **Discussion of moving subgroup deliberation to an action agenda—described in the Tracking Matrix**
   - Subgroup leads report on any areas of focus for which they anticipate by time certain being able to
     1) List on the column in the attached matrix a *Recommendation Description* pertaining to an area being reviewed OR define what actions must be pursued to determine that recommendation
     2) List on the appropriate column the *priority level* (high, medium, low) that the subgroup would be an appropriate determination of the significance of the recommendation
     3) List on the appropriate column the subgroups’ preliminary assessment of the resulting *Impact of Recommendation*

5. **Next Steps**