

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Special Called Meeting**  
**Thursday, January 11, 2011**  
**1:00 pm**  
**UC 214**

In attendance were senate chair, Carmen Stoen, senate members Megan Black, Jaclyn Dumond, Tim Fitzgibbon, Robert Howell, Kathy Jones, Carol Schmitt, Barry Schonberger, Jayne Tang, Linda Tribble, Lee Ann Wambach, Stephen Woodall, and liaison Katharine Draughon. Guests: Donna Evinger, Patrick Zimmerman, Zoe Sipes.

**I. CALL TO ORDER**

Chairman Carmen Stoen called the meeting to order.

A special called meeting was held for the purpose of reviewing and providing Administrative Senate input concerning a possible performance evaluation form and process for administrators. A draft form (attached) was presented and discussed.

D. Evinger provided background information and explained the purpose of a performance review process for administrators: to provide a feedback mechanism; to provide a control mechanism; and to provide a form of documentation prior to any disciplinary action. A conscious decision was made not to include any 'rating' in the form. She opened the floor for discussion. Administrators provided input, asked questions, and offered suggestions.

Discussion then moved to timing of the proposed review. Consensus was that the review process should occur during the first quarter, prior to the budgeting process.

**ANNOUNCEMENTS**

- a. No announcements were made.

**II. ADJOURNMENT**

- a. There being no further business, the meeting was adjourned at 2:30 p.m.

Linda Tribble  
Vice Chairperson/Chairperson-Elect