Minutes
Administrative Review Committee (ARC)
Meeting Date: December 3, 2025
Zoom Session
Meeting called to order at 12:30PM
Guests: None (Only ARC members)

A. Chair's Report

B. Old Business
1. Final review of proposed survey for Spring 2026
2. Multiple discussions addressing members' views of how to add/separate some of the questions that might be interpreted : e.g. addition of adding DUE (Department of Undergraduate Education) as a placement
3. Time Frame:
   a) Finish ARC evaluation
   b) Share with the Executive Committee (before end of semester)
   c) Wait for approval (probably towards or at beginning of Spring)
   d) Make any necessary changes
   e) Launch after we do a final review - early in the semester
   f) Keep live for 2-4 weeks with periodic reminders
4. Anonymity of respondents protected by Qualtrics and also by careful examination of written respondents to eliminate any identifying information.
5. Rob would make all necessary changes and share the final copy via email with the rest of the committee; Once approved by members, it would be shared with the Executive committee

C. New Business
none

Cognate Administrator Report (if appropriate); Not applicable

II. Meeting Adjournment : 1:20 PM

Next Meeting: TBA