

Long Range Planning Committee

Minutes

September 17, 2014

S. Shepler 623

3:30

Meeting Facilitator: Jeff Metzger, Chair

In attendance: Krystal Brue, Irene Corriette , Mike Estep, Chase Massie, Hisham Monassar, Adam Randell, Lynda Robinson, Ronna Vanderslice, Aubree Walton, Gabriele Wethern

Absent: Teresa Morales

Item 1: Exit Interviews

At the end of last year, the Long Range Planning Committee initiated an examination of the use of exit interviews, to determine what information would be useful to gather and what questions should be asked. Exit interviews would be used to investigate faculty retention. After Jeff reviewed last year's committee intent, Dr. Vanderslice began by asking Chase what Cameron was currently doing.

Chase reported that currently faculty/staff are asked to complete a R3 form, which provides only limited information regarding reasons for leaving. An open discussion followed regarding the following items:

- We should conduct exit interviews and compile results annually to see if trends exist.
- What level of confidentiality do we maintain? Chase reported that currently the HR department does not share feedback with Departmental Chairs; the HR department could collect the data and submit to the VPAA's office to be combined and distributed as needed. Irene recommended a disclosure statement be added indicating what would be done with the information.
- Should retirees complete a separate form than an individual who is voluntarily terminating? Questions should be phrased to address retirees' perspectives as well as voluntary terminations.
- Jeff provided several university examples of exit interviews. After reviewing examples, the committee decide the following items should be included:
 1. What would you change if you could? Did you share this with your supervisor?
 2. Pay
 3. Working Conditions
 4. Benefits/Retention
 5. Opportunities for Advancement
 6. What factors lead you to take a job with us and what could we have done to prevent you from leaving? (Aubree's recommendation)
 7. Other questions including adequate training, support/resources, workload, work-family balance, working conditions, communications, supervisory relationship, and peer relationships

- Form development and design. Dr. Vanderslice will compile questions and Chase will work with the Public Affairs office to design one form.
- The order this process will progress:
 1. Dr. Vanderslice will compile the questions
 2. Chase will submit this information to the Staff Advisory Committee for their comments/approval
 3. Chase will update the exit interview and submit to the Long Range Planning Committee for final approval

Meeting adjournment at 4:15 without setting a future date for the meeting

Krystal Brue, Secretary