Workload

- Does affirmative action require 1 office hour for each 2 hours of class?  Does this apply to AEI?

Recruiting /

* UO admissions is looking at issue of testing, require minimum subscores as well as just looking at composite scores

IEP / AEIS Program Structure

* Content-based teaching (specialized to future study can be motivating)
* AEIS requirement for graduation: Need more serious insistence that Ss complete ALL required AEIS courses quickly
* Bridge program for credit (btw IEP6 and AEIS).  writing… This works with the idea of a grad student focus
* Business school
* Bus. school plans to initiate a writing placement test. Could AEIS offer prep course for that test?  or within pre-business school?  ESP writing course
* now Chinese and American Ss are required to partner up on assignments and projects
* Develop program to better serve students planning to go to grad programs?
* Is the IEP curriculum good enough, if it is sending Ss back into AEIS 110, etc (need \*all\* AEIS courses)
* What are they really learning in IEP?

Administration

* Faculty services may need to start at 7:30. Esslinger office is too often empty. This falls to Main Office when fac svcs isn't there
* Supervisors need better understanding of workload associated with specific jobs need clerical help for admissions
* Doing things based on what we think instead of facts - need to base more in facts
* Student workers: may not be adequately supervised. Some don't show up on time to work. Some have personal conversation while Ss are waiting for help

Communications / Systems & Technology

* Even within the unit, there is a lack of important communication in order to execute jobs well.
* Need overview of entirety of operations
* Database is getting problems b/c ppl don't have the big picture.  Time-consuming error corrections are needed regularly.

General State of Operations

* Although structure is top down, inclusiveness is also needed
* There seem to be different rules for different people in staff (e.g. some are allowed to work from home while others aren't). Need fairness in flexibility - give some to everybody
* Appreciation recognition transparency consistency needs meetings of staff teams/units

Hiring

* Some hiring searches were conducted by people without complete knowledge of jobs.
* Search committees should be transparent and include a wide range of stakeholders.
* Staff hold good working knowledge about who will work well for us in staff capacity.
* Need greater internal information about job postings.

Restructuring Phase 1

* At the time of restructuring, there was a division btw old and new staff.
* With "lines of function," you can't just work vertically - horizontal communication is needed.
* Things improved when new staff communicated more directly with other staff members
* Need to focus on best interests of AEI, not on personality
* Need a rewarding team
* Revolving door of admin employee’s lately- many people have left.
* Restructuring period was very hard b/c specialized hires may not have understood the entirety of the operations need better lines of communication btw and within units! (too top-down) too much concentration on staff's functions, which led to lack of communication between teams

Strategic Planning Phase 2

* Need to include classified staff in Strategic Planning
* In Strategic Planning the expertise of staff was needed to share essential information, but absent (so far)
* How was Strat Plan committee selected (only one staff member - who is new)
* Why not access deepest reservoirs of admin experience?
* We need participation or at least presentations from experienced staff