



Administrative Forum Questionnaire Responses

May 15, 2007



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Q1: Please rate each part of the forum on how well it helps you perform your job on a scale of 1 to 5 (with 5 being the highest)

Vision for the Second Century		
Scale	Count	%
1		6%
2		10%
3		20%
4		39%
5		26%
No Response		0%

Average 3.7
Median 4.0
Sample Size 70.0

Projects		
Scale	Count	%
1		6%
2		10%
3		24%
4		37%
5		23%
No Response		0%

Average 3.6
Median 4.0
Sample Size 70.0

Administrative Updates		
Scale	Count	%
1		9%
2		3%
3		6%
4		29%
5		51%
No Response		3%

Average 4.1
Median 5.0
Sample Size 70.0

Social- developing relationships		
Scale	Count	%
1		3%
2		10%
3		24%
4		37%
5		23%
No Response		0%

Average 3.6
Median 4.0
Sample Size 70.0

The Administrative Forum most effectively provides the information about administrative updates.



Q2: Would you change the format of the Forum? If yes, please explain how.

	Forum Format Change?	
Scale	Count	%
No		36%
*Yes		20%
No Response		44%

Sample Size 70.0

Top 3 suggested forum format changes*

- 1** Print agenda as handouts for each table 
- 2** Ensure working laptop and audio/visual before presentations 
- 3** Make announcements at the beginning of the forum 



Q3: Is the meeting date of once per month/11 times a year- Too often, About right, or Not often enough

<u>Scale</u>	<u>Is the Meeting Date of Once per Month/11 times per year:</u>	<u>%</u>
Too Often		14%
About Right		83%
Not Often Enough		0%
No Response		3%

Average: 1.9
Median: 2.0
Sample Size: 70.0

Overwhelmingly, respondents felt that the Administrative Forums meeting frequency was just "About Right"



Q4: What topics or information do you want to hear more about?

Forum Topic Suggestions?		
Scale	Count	%
No		0
*Yes		39
No Response		43

Sample Size 82.0

Top 3 suggested forum topics*

- 1** FE&P master plan and Construction updates 
- 2** Employee Benefits and new HR initiatives 
- 3**
 - a. Academic Achievements, Awards, and Initiatives
 - b. Budget Process and Issues

Note: Sample Size includes multiple suggested topics per individual questionnaire



Q5: Have you served on one of the project committees? If yes, do you have recommendations for the process and structure of the committees?

	Project Member?	
Scale	Count	%
No		53%
*Yes		19%
No Response		29%

Sample Size 70.0

Top 3 project committee recommendations*

- 1** Provide templates for project charter and structure
- 2** Establish better guidelines for structures and processes on project teams
- 3** Convene feedback session with project leaders on overall effectiveness



Q6: Do you have recommendations for projects the Forum should sponsor?

<u>Scale</u>	<u>Suggested Projects?</u>	<u>%</u>
No		9%
*Yes		14%
No Response		77%

Sample Size 70.0

Suggested projects*

- Purchasing
- Change Management
- Record Retention and Destruction
- Inter-Departmental Collaboration
- Volunteerism
- Tetra Points for Faculty and Staff
- Parking Fees.



Q7: Do you share what you learn at the Forum with your colleagues? If so, do you use the emailed materials?

	<u>Share with Colleagues?</u>	
<u>Scale</u>	<u>Count</u>	<u>%</u>
No		3%
*Yes		84%
No Response		13%

Sample Size 70.0

	<u>Use Emailed Materials?</u>	
<u>Scale</u>	<u>Count</u>	<u>%</u>
No		13%
*Yes		37%
Sometimes		13%
No Emails		4%
No Response		33%

Sample Size 70.0

Forum materials need to be made more available for broad distribution



Q8: Are there other staff who would benefit from attending the forum and how would you recommend we communicate with them?

<u>Scale</u>	<u>Additional Staff Invitations?</u> <u>Count</u>	<u>%</u>
No		1%
*Yes		21%
No Response		77%

Sample Size 70.0

Comments and Recommendations*

Use AllDepts listserv, include more staff, improve electronic invitation list, use electronic, print and word of mouth messaging, have Supervisors determine appropriate staff to attend, have Supervisors encourage attendance, encourage all levels to attend, include department coordinators, distribute campus mail flyers, use web portal, improve internal communications



Q9: What's the best way to get feedback about the usefulness of the Forum?

Scale	Feedback Suggestions?	%
Survey(online)		33%
Email		10%
Other		14%
No Response		43%

Sample Size 70.0

Online surveys offer the best way to get feedback on the usefulness of the Forum



Administrators' Forum Website Development

RICE

ADMINISTRATORS' FORUM

WEBMAIL

Web People

ADMINISTRATORS' FORUM

- ▶ Future Forums
- ▶ Materials from Past Forums
- ▶ Project Committees
- ◆ Project Tools and Reports
- ▶ Feedback
- ▶ Home

May 1, 2007 Phasellus augue sem cursus ne sem cursus augue sem cursus ne sem cursus

June 2, 2007 Updated Phasellus augue sem augue sem cursus ne sem cursus cursus sem cursus ne

July 8, 2007 Phasellus sem augue sem cursus ne sem cursus cursus augue sem cursus ne

News

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Latest Agenda

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The purpose of the forum is four fold:

1. Ensure that our actions as administrators are fully informed by the strategy and goals of the university as shaped by the Vision for the 2nd Century and the strategic plans developed by each school. The activity that will be generated across the campus will be considerable over the next five years and understanding the context is important for each one of us.
2. Provide current information and discussion opportunities for timely administrative topics. For example: instructions about closing the books at the end of the fiscal year; introduction of a new HR IT system (PeopleAdmin)...
3. Create problem-solving teams that will focus on specific process improvement efforts. For example: entering of grades; facility work orders...
4. Foster a sense of community among the administrative professionals across the campus and encourage the sharing of ideas and experiences.

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