Minutes of Meeting, September 12, 2012

Members present: Gwen Alphonso, Mike Andreychik, Meredith Kazer (Chair), Mary Frances Malone, Valeria Martinez, Emily Smith.
Guests Present: William Abbott, Pat Calderwood, Suzanna Klaf, Aaron Perkus
Absent: Jessica Davis, Cinthia Gannett

The meeting was called to order by Chair Kazer at 9:37 a.m.

Minutes of Previous Meeting
   Meredith Kazer suggested that the word “purposed” on page 3 of the previous meeting’s minutes be changed to “proposed.” A motion to approve this change was offered by Mary Frances Malone and seconded by Meredith Kazer. The motion passed unanimously. Minutes unanimously approved as amended.

Invitation to invite CAE members to committee
   Meredith Kazer invited Suzanna Klaf and Pat Calderwood from the Center for Academic Excellence (CAE) to the meeting.
   Meredith Kazer invited Aaron Perkus to the meeting. Mary Frances Malone noted that since Aaron Perkus’ position has changed since last year, the committee accept him as a liaison for part time students until the Academic Council determines how to proceed with his position.
   Mary Frances Malone moves to invite members of the CAE and Aaron Perkus to the meetings for the year, Gwen Alphonso seconds. Motion passed unanimously.

Election of Chair for 2012-2012 Academic Year
   Meredith Kazer nominated Emily Smith for chair, noting that she had discussed the matter with Emily Smith previously.
   Emily Smith elected unanimously.
   In her first act as chair, Emily Smith suggested that FDEC mention to the Committee on Committees that a conversation about adding a slot for the School of Engineering to the FDEC be undertaken.
   Mary Frances Malone noted that, indeed, the Committee on Committees would have to decide on the possible addition of a slot for the School of Engineering.

IDEA User Group Meeting 17-19 October, 2012
   Meredith Kazer reminded us that she and Tracey Immerso would be presenting on some of Fairfield’s experience with the IDEA system in Nashville in October.
   Mary Frances Malone asked if the presentation could be posted online.
   Suzanna Klaf replied that it could be posted on the site managed by the office of academic affairs. Tracey Immerso should be able to help with the process of posting.
   Mary Frances Malone commented that posting the presentation would be great since it would allow the members of the university community to see the trajectory of IDEA. They really haven’t seen any of this (e.g., differences between IDEA and the old forms).
Report on Summer Mentoring Meeting

Suzanna Klaf supplied minutes from the meeting.

Pat Calderwood noted that she co-founded a committee on mentoring at Fairfield along with Emily Smith. She noted the importance of this committee and described a number of its aims and functions. For example, to focus on mentoring to bring faculty at various stages of their careers to the next step. To help address inconsistent mentoring across departments and schools. And to work to encourage co-mentoring. She noted that to date, much of the mentoring efforts have focused on younger faculty, but attention needs to be paid to mid-career and senior faculty as well.

Pat Calderwood commented that bringing the CAE and FDEC together to work on a systematic approach to mentoring across the University would be a very good idea. If the FDEC chooses to take this on, the December FDEC workshop could focus on mentoring.

Pat Calderwood noted that the CAE can bring much to this endeavor. They are currently working on mentoring for mid-career and new faculty and CAE members will be attending an October workshop exposing them to diverse perspectives on mentoring.

Emily Smith asked if the FDEC wanted to take this on, noting that recently, we’ve spent a lot of time on evaluation, but less time on faculty development.

Meredith Kazer agreed with Emily Smith, also noting that this opportunity for collaboration around mentoring represents a great match with the chair’s expertise.

Gwen Alphonso and Valeria Martinez both echoed this sentiment, noting a need for increased emphasis on the development portion of the FDEC mission.

Pat Calderwood noted that Valeria Martinez also has expertise here as one of Fairfield’s first Faculty Leadership Fellows.

Gwen Alphonso asked for clarification regarding the nature of the Faculty Leadership Fellow program.

Pat Calderwood responded that this is a program supporting mid-career faculty as they balance their ongoing responsibilities with new roles in leadership (e.g., department or committee chair positions). The program will continue next year as well.

Aaron Perkus commented that he was also in favor of taking on mentoring. He noted that moving to mentoring from our focus on evaluation represents a good Pat Calderwood from evaluation into development.

Mike Andreychik agreed noting that the FDEC should get in on the ground floor of any new mentoring initiative. He also noted that it would be valuable for FDEC members to be able to bring our work on mentoring back to individual departments.

Emily Smith commented that if we do hold a December mentoring workshop, we should consider celebrating successful mentoring models currently being used by departments across campus.

Emily Smith suggested that we establish a subcommittee to work on this at the next meeting.

Report to Academic Council (Bill Abbott Abbott)

Bill Abbott submitted his report on his meeting with the Academic Council on May 14, 2012. He also submitted the minutes from that meeting.
He noted that in his request to glean information about what practices faculty with high response rates employ to attain those rates, there wasn’t much diversity in faculty responses: Most successful faculty are those who hold classes in computer labs and have students complete the online forms right there.

Bill Abbott asked if we should actually ask faculty to participate in a workshop about improving response rates perhaps run through the CAE.

Aaron Perkus noted that, supporting Bill Abbott’s comments, in his own class he spoke about the importance of evaluation every day but still got poor response rates. This reinforces the idea that you need to put computers in front of students to get high response rates.

Meredith Kazer spoke strongly against the recommendation of the Academic Council that we go back to paper as the default, noting huge environmental and workload concerns. She noted that faculty can easily select paper assessments if they wish, they simply have to respond to an email sent out each semester. So, to make paper the default just doesn’t seem to make sense.

Bill Abbott noted that the move back to paper as the default is a decision that is out of FDEC’s hands. The motion to have paper as the default in 2014 was passed by Academic Council.

Emily Smith suggested we move on from Academic Council motion 1 since it is out of our hands and move on to motion 2. With respect to motion 2, FDEC will take the items noted under consideration.

Aaron Perkus noted that online courses with online response forms have also been a problem.

As a point of information, Aaron Perkus also noted that a subgroup consisting of Tracey Immerso, an FDEC member, and the CAE exists to focus on IDEA issues. The motion about online response rates from the Academic Council should be sent to that group for their consideration.

Bill Abbott noted that with his departure from FDEC we may need a new FDEC member on this subcommittee.

Pat Calderwood encouraged the FDEC to designate a member to the IDEA subcommittee. She also requested that this member—and the FDEC as a whole—consider what is the best use of the CAE in the IDEA process. If our goal is to just get people to use the online system, the CAE may not be of much help there. But, the CAE can help with training new faculty in using the form, helping faculty to maximize the quality of the feedback they get, and helping faculty interpret their feedback and learn how to present themselves through the evaluations. She also noted that the FDEC might want to reach out to Christine Siegel for help/guidance here as well. Overall, Pat Calderwood noted that CAE resources should be deployed better when it comes to IDEA.

In light of this discussion, Bill Abbott asked if he should not gather faculty with high response rates to conduct a workshop.

Pat Calderwood responded that a workshop seems unnecessary. It seems that the tips faculty with high response rates gave were very straightforward and could be easily disseminated in an email.

**Call for agenda items from individual schools**
Emily Smith noted that FDEC members should think about issuing a call for FDEC agenda items from their individual schools.

**Future Meeting Scheduling**

It was agreed that, for those in attendance, Wednesdays from 9:30 – 11:00 was a time that worked. Emily Smith was going to proceed to check with all of the committee members to make sure this time worked for everyone and fix the schedule for the semester.

Respectfully submitted,
Michael Andreychik