Attendance
Present: Michael Andreychik (Chair), Carol Ann Davis, Cinthia Gannett, Deborah Edelman, Eileen O’Shea, Gwen Alphonso, Valeria Martinez, Christine Siegel
Invited Guests: Suzanna Klaf, Larry Miners, Bill Taylor (SoE)

Regrets: none

Minutes were taken by Valeria Martinez

1. Review and Approval of Minutes from 11/18/2013.
Minutes approved

2. Short Form Proposal
• On Academic Council Agenda for Monday Feb 3.
• Cinthia: we need to revisit as we see fit. Even though it is going to Academic Council, It is not set in stone.
• Larry- no formative feedback given to part time faculty if they use the short form.
• Cinthia- they do yellow sheets which provide formative feedback. We need to get information back from contingent faculty on what type of feedback they want.
• Valeria- default means they can choose long form but default to short form. Just like we can choose paper vs pencil.
• Cinthia- It would be helpful to do an FAQ to inform all faculty on IDEA.
• Mike- Kamala and David Sapp are working on educating 1st year students on IDEA issues.
• Gwen- can you clarify proposal?
• Mike- proposal is: short form be adopted as option for end of semester course evaluations
  If we adopt as an option, tenured and full professors all default to short form with adjuncts and junior faculty default to short form.

What do we want to do next- what are the exact steps we want to follow to educate faculty further on the best choices for them.
• Cinthia- let’s get feedback on what the impact of these IDEA decisions are.
• Carol Ann- are students feeling disengaged by the long form but engaged by the yellow sheets? Such that they elaborate in yellow sheets but feel they are not heard in the long for or generally speaking in IDEA form.
• Cinthia- where do we go to get good information on this in research so we do not reinvent the wheel?

If we find resources on the issue we can read them to make more informed decisions.
• Mike- let’s hear from AC first and then continue discussion.

3. FUSA
• Christine- met with FUSA and David Sapp in December- FUSA wants to give other students information on professors. To find professors that work for them without students needing to go to rate my professor.
• Mike- questions that have not been approved by AC will not be given to professors.
• Gwen- optional for professor to administer FUSA?
• Carol Ann- we must opt out of it. We are in by default.
• Mike- and others- it is important to educate students on how IDEA results are really used by faculty to improve their classes.
• Tracy- confirmed she talked with David SAPP and Kamala to increase understanding of IDEA form in FYE courses.

4. TRACY’S UPDATES
Changes going into effect- getting results for Fall 2013- results distributed electronically in my.fairfield. Only for people who do online. If you do paper results will be distributed back to you in same envelope.

Choices for Spring 2014- on FUSA and paper vs electronic it will be available through self-service at my.fairfield.
• Cinthia- will adjunct faculty be able to easily access? Or will we lose them in process?
• Eileen- can we track previous IDEA results?
• Tracy- yes results go back to Spring 2011. Seven years of data will be saved for faculty.
• Cinthia- if they take longer to get to full professor?
• Tracy- they can contact us and can get it information going further back for them.
  Information on this issue will be distributed to chairs and program directors shortly. NO news on when they’ll pull plug on paper forms.
• Carol Ann- problem of low response on electronic form is very real.
• Tracy- we can ask students to bring their own laptop and answer in class.
• Mike- need to spend time in class talking about this.
• Gwen- we have significantly talked about this in past. Let’s consolidate what we’ve talked about and move forward with it
• Mike- didn’t we ask professors that have had online success for feedback?
• Suzanna- yes we need to educating students on exactly how to go about it. Give them URL, talk to them about importance of IDEA.
• Tracy- mobile App- requires that we go online. Admin of data is a bit easier. When we go online, they will have the possibility of doing IDEA survey on computer, table to or cell phone.
• Cinthia- do we have a choice of paper or online or is it a decision on when we will go online?
• Valeria- the discussion has been as to when we go online not if.
• Mike- we need to get ahead of that and discuss how to best go online if we are ultimately headed that way.
• Mike- we won’t switch now. We need to go back and see what the discussion was on this to get a starting point and come up with best practices. How many systems will exist that allow doing this?
• Larry- faculty need to discuss IDEA seriously with students for it to work. Faculty need to own process. Regardless of whether it is paper and online it won’t work unless faculty own the process.
• Suzanna- a good practice is to partner with IT department. Let’s look internally for best practices and provide educational opportunities.
• Christine- educational technologies program is also a good partner to consider for this project. They can help us dive into the academic research.
• Cinthia- we need to think carefully as a group what are the consequences for contingent faculty. Those that are here semester to semester. For them use of this documentation is quite different.

5. SPRING FDEC DAY- 1st reading Day, May 1st.
• Gwen- FDEC day objectives?
• Mike- what are faculty development needs? There will be as survey but we do not have that data yet.
• Technology and writing were major things discussed last semester.
• Christine- (Kathy Nantz and Jackie Kremmer working on this) academic integrity was another topic that could be used. There is a need for faculty education around academic integrity practices. What strategies can faculty use to make sure this happens. Faculty development day around academic integrity- what does it mean and what do instructors need to promote that.
  o On student side another theme- are students engaging in academic integrity because of fear of getting caught or idea that this is part of being a member or an academic community and teaching and learning (compliance with rules vs. ethical standards).
  o Are we about compliance or community about academic integrity?
• Cinthia- didn’t we do an event on this issue recently for FDEC day?
• Carol Ann- wasn’t that based on writing?
• Mike- how about doing stations?
• Gwen- idea of writing is a good one, but what about writing as scholarship? Sometimes it seems the research aspect of development isn’t addressed thoroughly enough.
• Larry- all for a round robin approach, but there needs to be a unifying theme to the stations.
• Mike- how would people feel about a day focused on writing, with stations on teaching, scholarship, and integrity?
• All agreed this sounds like a good model for the day.
• Mike- for the next meeting we need to work on specifics. So, think about possible station topics and/or people we can identify to work with. We also need to think about a more specific title/description.
• Suzanna- good idea to send out a ‘save the date’ now before the official announcement so people put this on their calendars.
• Christine- SVPAA’s office will look into a space. Consider involving Meredith Kazer. She’s done some good work on writing across disciplines.

Meeting adjourned 3:02 pm