Faculty development and Evaluation Committee
Minutes
February 12, 2009 Meeting

Present: Shannon Harding (Chair), Angela Harkins, Carol Fackler, Bill Abbott (guest),
Frank Spizzoucco (FUSA-guest), Roben Torosyan (guest), Larry Miners (guest); Marsha
Alibrandi, Vishnu Vinekar, Brian Walker (recording)

Meeting called to order at 2:36 PM by Shannon Harding, Chair.

1. Re-introductions of those present.
2. Minutes from previous meeting.
   Some slight corrections. Harding moved to approve, Vinekar seconded.  
   Approved with typographic changes (5-0, 1 abstention).
3. Update on IDEA Pilot
   Results returned from IDEA and distributed to the faculty, along with the 
   interpretation guide and statement that workshops will be developed. 
   Workshops: Tuesday, Feb 24th: 12:30-2:00 (Abbott leading); Thursday, 26th 
   2:30-4:00 (Harding leading); Monday, March 9th 12:30-2:00 (Abbott and 
   Harding leading).

   Academic council meeting will be the beginning of March. If we want to have 
   our motion to embrace IDEA, we need to get to Academic council (MARCH), 
   then to General Faculty (APRIL). AC needs materials by Feb 23rd.  
   Question: can committee make motion to take IDEA, then make a summary of 
   what we’ve done and what we’d like to see. 
   Bill states that anyone making motion to AC puts together a packet to “convince” 
   AC to pass the motion.

   An example motion has been provided by Harding regarding the IDEA form. 
   Harkins Questioned: Should we also include YELLOW form along with IDEA? 
   This is of concern because there are issues with the IDEA hard copy form not 
   having enough area for independent comments. In contrast, online IDEA has area 
   for comments that is basically unlimited. 
   Miners: Are yellow forms voluntary? If so, we should not touch the issue of 
   yellow forms here. 
   Fackler: will online IDEA make Yellow obsolete? Marsha: yellow is specific 
   questions, IDEA is just free comment. Online IDEA can incorporate Yellow 
   questions.

   Questions about “BURDEN” on student to fill out online forms (i.e, having to fill 
   out 5+ online forms of 50+ questions each). 
   Subsequent discussion of what incentives might be possible for students to fill out 
   form.
Example: Change system to give students grades only after filling out form, up to a point. Eventually, they will get grades regardless of form filled out or not. Harding stated that only 60% of courses so far use online, so students wouldn’t have 5-6 forms online each semester. Torosyean: should online users give students 15-minutes early dismissal as a good gesture for then going to fill out form. Frank: likely not truly an “incentive.”

For AC – need a good write-up and a presenter to discuss issue. Presenter addresses AC, answers questions (NOT DEBATE), then presenter leaves, and AC discusses it. AC will then accept motion, table motion, or ask for more info, refer back, etc. More discussion on what we will have to present to the AC followed.

Suggestions for other options besides full IDEA form:
Harkins: there is a shorter form.
Abbott: maybe not doing the forms every time.
More discussion over what the summary should contain. Suggestion: do a draft and let a colleague who is on AC check it out. Most importantly perhaps one on AC who has tested IDEA!
Summary should also include actual form and a sample of a report that is generated. There is enough support - all positive for this initiative. This is not a “new” thing that we just pulled out of nowhere. We have done the background. Be firm, be positive, and tell them the facts.

Harding: motion to accept the text to be sent to the AC requesting IDEA. Motion follows:

_The Faculty Development and Evaluation Committee moves that Fairfield University replace its current OPSCAN student-evaluation-of-teaching forms and system with the IDEA form and system, which is produced by the IDEA Center at Kansas State University. The timetable for this change, and any further ramifications, shall be decided upon by the Academic Council in consultation with the relevant standing faculty committees._

Seconded by Alibrandi.
Discussion: do we need to meet again as a group to see the supporting materials.

In addition to rationale and supporting material, it is suggested that we provide a timeline. Also, Miners recommended NOT mentioning the short form. Alibrandi: should also say that FDEC will be supportive in making this work.

VOTE on Motion: 6-0, unanimous.

Draft will be written and circulated next week.

4. IDEA conference in Orlando
   Attended by Abbott, Vinekar, Harkins & Harding.
Comments on Rate myprofessor.com – UNRELIABLE.
Good conference, very educational, etc.
The IDEA form could be used to evaluate Administration.
As well, Departments as a whole can use IDEA for evaluations.
For students (FUSA) it would be best to have extra questions on the form, not
take some of those that are already on the form. It is logistically difficult to do the
latter.

5. Faculty Development Day
May FDD: Do we want one in May? General agreement – YES.
Topic: Get ready for summer (recommended by Miners). This would involve
covering things to do in the summer – developing a course, doing research, etc.
How to get writing done and started, How to design a syllabus, how to make a
new course proposal.

Description (from web) submitted by Torosyean:

Organizing Summer Work: Teaching and Research
*Working the Syllabus: Now Is the Time. What goes in a syllabus? What does a
"good" syllabus look like? Try innovations such as the visual syllabus, and
consider the dilemma of how to clarify policies without infantilizing students.*
Generating Publications: Kickstarting or Restarting the Process. Faculty
members repeatedly ask for a longer workshop with more varied strategies for
getting writing and research done. *Try out different methods to write, here, now.*
Other projects (like course proposals, Humanities Institute grant apps, etc.)

Logistics: CAE running the workshop.
Harding: Motion: Propose to offer a FDD entitled Organizing Summer Work,
Date, Monday May 4th, 10-12, Lunch followed. Library multimedia room 101.
Second Fackler; 6-0 vote approval.
Further discussion: subcommittee to do save the date and arrange for logistics
and assessment of the FDD.

6. FUSA – Frank stated that he got an email from a professor recommending to print
ALL questions from our current form in the Mirror. General discussion, however,
is that The Committee recommends 4 questions, vs ALL. This was a decision by
the committee elected by the faculty to make such decisions.

7. TABLE COEHFE statement motion: Harding, second Vinekar; 6-0 vote.

8. Meeting in MARCH; Thursday the 12th. 2:30-4:00. MACRH 30th (Monday
2:30-4:00)
9. Paper from Torosyean about FDEC.

10. Motion to adjourn: Harding second, Walker; 6-0 at 4:08 PM
Respectively Submitted,
Brian G. Walker