Faculty Development and Evaluation Committee
MINUTES
March 19, 2009

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

The meeting was called to order at 2:40 PM by the chair.

1. **Minutes from February 12, 2009**: Shannon moved to approve, Carol seconded. Minutes were approved as written (5-0-0)

2. **Discussion of Academic Council Meeting on March 9**: Attended: Shannon Harding, Bill Abbott, Carol Fackler, Angela Harkins. It was reported that Shannon did a great job presenting the IDEA motion to the Academic Council. The Academic Council passed IDEA unanimously. The next step is the creation of an ad hoc committee to implement IDEA. This eight person committee will consist of 2 FDEC members, 2 Academic Council members, 1 Administrator, 1 CAE Representative, 1 undergraduate, and one graduate student. Two representatives are needed from the FDEC for the ad hoc committee. Angela Harkins nominated Shannon Harding as the first FDEC representative and she was elected by acclamation. Marsha Alibrandi graciously volunteered to be the second FDEC representative.

The implementation goal is fall 2009. Outstanding questions that the ad hoc committee will address concern cost, Rank and Tenure, administrative support, and administrative evaluations.

Shannon warmly thanked the entire committee for their hard work on IDEA, especially Bill Abbott’s dedication to the task and his leadership during the past few years. Roben offered a toast to Shannon’s leadership and there was loud rejoicing and clanking of glasses.

3. **IDEA Workshops**: Since the last FDEC meeting, there have been three workshops held to help faculty interpret their IDEA results (Feb 24; Feb 26; Mar 9). All those present felt that these workshops were successful in addressing faculty questions about IDEA. Shannon asked if there was a need to host additional workshops on IDEA. *The committee decided that additional workshops were not needed at this time.* Bill suggested that at this point, the FDEC members could be contacted individually as needed. Carol suggested that the committee members could do spot workshops on a much smaller scale during a department meeting (e.g., Carol and Eileen O’Shea could offer a workshop just for Nursing faculty).

4. **Faculty Development Day on May 4 from 10 AM to Noon**: The FDEC finalized the topic for the May Faculty Development Day although there is no shortage of viable topics.
The FDEC discussed some suggestions that had been brought forward by various faculty members to Shannon.

a. Cecelia Bucki proposed a workshop on GIS (Geographic Information System). While this topic might be interesting and important, it was thought to be too narrow a topic for a Faculty Development Day. Larry proposed organizing something with just CAE or perhaps creating a fall FLC group around this topic for faculty who are really interested in exploring this system.

b. Kathy Nantz proposed a topic on Core Integration.

c. Brian Walker proposed a topic for a future Faculty Development Day on Academic Honesty Issues on Campus which would allow faculty to share techniques to minimize violations to Academic Integrity.

d. Jeff Seiser proposed a future topic on “Diversity” which would reinforce a FUSA initiative to reach students on all levels concerning issues of diversity. Shannon said that the Psychology department had conducted a workshop on diversity in the past and that perhaps it could be modified for a Faculty Development Day in the future. On this subject, Roben made an announcement about the following guests who are coming to campus: Tim Wise and Barbara Love.

e. The committee decided to confirm its earlier expressed interest in “Organizing Summer Work: Teaching and Research.” The FDEC will host this with the CAE (Larry and Roben). Shannon and Brian will co-facilitate the discussion of Research and Writing. Some discussion unfolded about the planning of this event. Carol proposed creating a flyer for faculty development day that has a bottom tear-off sheet. Carol will also send out a link to the on-line registration for the Faculty Development Day, and Shannon will send out the notice to University Announcements. The event will be held in the Multimedia Room in the Library (ask Cynthia to reserve it); and Marice Rose is tentatively placed in charge of ordering food. Shannon said that prior to making a public announcement about lunch; she would like to confirm the details about funding for lunch with Orin’s office. Larry said that the CAE could help with financing if needed. It was suggested that perhaps at the GFM on April 3, the FDEC would hand out a sign-up sheet as well to ask faculty to register that way. The evaluation form for the Faculty Development day will also need to be done.

5. **FUSA**: Jeff Seiser gave an update about the FUSA initiative to make faculty evaluations public. He said that he has received a paper print out of the evaluations and that in general they are all very good evaluations. Initially FUSA had hoped to publish them in the Mirror, but due to exorbitant costs ($1200), they decided to publish them in paper form as a small booklet with some hope to put them on Stagweb. Brian asked if there was a way to get this data electronically and Marsha said that it may be that FUSA can only receive the data in the agreed upon way, only in paper and not electronically. Brian emphasized that it was important for FUSA to check the accuracy of the data. Angela asked Jeff what the four questions were; Jeff said (1) enthusiasm, (2) clarity; (3) syllabus; (4) overall teaching.
Shannon asked Jeff if there was additional business. Jeff formally thanked the FDEC for their support of the FUSA initiative. He said that in the future, FUSA would like to create a working database of syllabi to help students make wise choices about their classes.

6. **COFHE (Consortium on Financing Higher Education) Statement on Assessment:** Shannon shared with the committee a statement on assessment that she received from Ann Stehney to see if the FDEC was willing to “sign-on” to the document. Many committee members expressed preliminary questions about the statement; what is at stake? What would be expected? Shannon will ask Ann Stehney if she can join us at the next FDEC meeting to discuss in greater depth the COHFE statement. The committee members were asked to please read carefully the 5-6 page statement for next time.

7. **Peer Review:** Both Brian and Bill urged the committee to take on Peer Review as the new focus of the committee. Bill reminded everyone that the IDEA form should only count for 30-50% of anyone’s teaching evaluations. More intense training is needed on a department by department basis. Larry and Roben will try to create some templates for department to begin using. Brian said that we could start by asking individual departments (i.e. Biology) if they would be willing to pilot peer evaluation programs.

8. **Scheduling:** The next meeting of the FDEC will be held on April 23 from 2:30-4:00 PM. Location to be announced.

9. **Adjournment:** At 3:45 PM, Shannon made a move to adjourn, and Vishnu seconded.

Respectfully submitted by
Angela Kim Harkins
Assistant Professor Religious Studies