Meeting Minutes

Present: Michael Andreychik (Chair), Carol Ann Davis, Eileen O’Shea, Christine Seigel

Regrets: Gwen Alphonso , Cinthia Gannett, Deborah Edelman, Valeria Martinez,

Invited Guests: Kim Baer, Suzanna Klaf

Scribe: Eileen O’Shea

1. Approval of Minutes (2/28/14, Alphonso)
   • Tabled to next meeting

2. Update on Short-form Proposal
   • Mike has been rescheduled to meet with Academic Council on Monday, 4/7/14.

3. Update on faculty needs assessment survey
   • Mike announced HERI Survey has gone live. Some faculty have voiced concern that the survey takes a while to load and is lengthy to complete.
   • Christine stated that Amy Bozer from Institutional Research is working with the HERI staff to problem solve through survey issues.
   • Email reminders to complete survey will go out next week.
   • It is anonymous.
   • END date is Friday 4/4/14.

4. IDEA Updates (Kim Baer)
   • IDEA Self Serve is working via my.Fairfield:
     o Selection of IDEA Evaluation Method &
     o IDEA Evaluation Results
   • Spring paper work has been processed. 1,077 courses were offered this spring; 612 are choosing paper (it is also the default option).
   • Carol Ann: We should encourage faculty to move toward completing online; it will be recommended going forward.

5. Update on/Discussion of FDEC Day
   • Mike met with Cinthia & Larry to talk about the details of the FDEC Day.
     General focus will be on writing. Specific stations will be offered and possible speakers will be invited to meet with Mike, Cinthia, and Larry soon.
   • Proposed stations will be:
Writing across the disciplines
- Ethics/integrity/plagiarism
- Writing and technology

- Mike, Cinthia, & Larry/Suzanna (CAE) will meet the week after spring break to further plan the details of the workshop.
- Suzanna suggested that Curtis Feree from the Library might also present at a station. He could discuss tools to assist faculty with writing.
- Christine: Oak Room has been booked for this event and lunch is included. A work order will need to be completed for tables, etc... The work order will need to be placed once the details of the stations have been set.
- Suzanna reminded the group that we need a title for the FDEC Day and an outline for the purposes of advertising to faculty.
- Mike will work up an announcement over break, circulate to the committee, and send to faculty along with a sign up link.
- Carol Ann suggested that another station could be how to use writing for reflection. Perhaps Melissa Quan could be the presenter and she could discuss using a framework or putting structure to reflective writing.
- Suzanna offered for the CAE to set up a table that showcases writing events, such as: planning for your summer writing; writing about your teaching; or writing groups.

6. IDEA Discussion Points
   a. What are we doing?
      - Jim Simon went to a Train the Trainer IDEA conference. Jim will come to our next meeting to discuss his take-aways.
   b. What else do we need to do?
      - Carol Ann: we need to discuss how to make the online evaluation option work for faculty, so that there is little resistance.
      - Mike stated that there is data to support the use of online evaluations. He stated it works as well as paper, when conducted in the classroom.
      - Kim stated that online data results are quicker to tabulate.
      - Mike: We need a plan of action for next year
         - Carol Ann stated that this committee could target meeting the needs of junior non-tenured faculty concerning the IDEA form. For example, targeting tips & strategies, or perhaps a Best Practice Sheet could be developed. She reminded us that in the end, the quantitative data protects faculty in presenting our own case for tenure and promotion.
      - Mike suggested meeting with junior faculty earlier, such as during new faculty orientation, or putting information in the “New Faculty Instructional Guidebook.”
   - Suzanna stated that a CAE IDEA Workshop offered at the beginning of the semester might assist faculty with coordinating syllabus course objective with IDEA
objectives. Also, she expressed the need to obtain accurate emails for part time faculty in order for the CAE to reach out to them in advance. She explained faculty need to be reminded that IDEA offers formative assessment and results of the evaluations should be utilized by faculty to make changes in their teaching methods from semester to semester.

- Christine asked if Chairs and Department Heads should meet with faculty to provide uniform information about teaching evaluations and to explain what the expectations are for promotion and tenure or rehire, i.e. consistent messaging. She suggested that, for instance, it needs to be clarified that a 4.5 on the IDEA form is not the benchmark to strive for—rather it should be emphasized that it is important to reflect on one’s teaching methods/evaluations and show improved growth over time.

- Mike asked if a member of the FDEC should attend the end of year Promotion & Tenure meeting to discuss how to use the IDEA evaluation when writing your dossier.

- Christine suggested rather than developing an IDEA handout for pre-tenure faculty, perhaps a link would be more effective since information is always changing.

- Suzanna emphasized the importance of the Chairs being on board, as they work closely with the adjuncts. Adjuncts should be made aware of the choices for using either the short or long IDEA form.

**TO DO:**

1) *Education for New Faculty: (orientation topics)*
   - How/When to speak about the IDEA forms;
   - Understanding the IDEA terminology;
   - Addressing IDEA on your syllabus

2) *Education for Chairs: Mike and Suzanna will draft a survey to see what their needs are concerning IDEA education.

3) *Education for Students: Tracy Immerso is working with Paul’s office to incorporate discussion of IDEA evaluation into first year seminars.*

4) Suzanna suggested that this committee consider planning Fall FDEC day before the end of this year to focus on IDEA. For example, it could be a forum in which faculty could voice concerns or perhaps collect data from students, faculty, administrators. She inquired about the 1st reading day for each semester as a dedicated faculty development day.
   - Mike recommended that we make a proposal to the Academic Council suggesting two FDEC dates per year. Mike will follow up with an email to members of this committee to see if agreeable.
     - Christine asked if there could be a separate IDEA Day to collect information from students.
     - Jim Simon went out to the Train the Trainer conference to find out what Institutions can glean from IDEA results.

7. Discussion of IDEA evaluations for part-time (PT) faculty. AC proposal?
• Mike has developed key points regarding this issue. He will circulate in an email.
• Mike is proposing that PT faculty own their data just as FT faculty.
• He suggested that it is ok to ask PT faculty to provide their evaluations to their Chair, but it should not be the only data that is used for evaluation. For example, classroom observations and other formative and summative data should be gathered.
• Carol Ann stated this process requires more resources to assist faculty in reviewing.
• Christine stated that Amy Bozar from Institutional research could provide data, such as head counts by department, if needed to assist with determining allocation of resources.

Meeting Adjourned at 2:45pm.
Next Meeting: April 25th

Scribe: Carol Ann Davis

Respectfully submitted,
Eileen O’Shea