Faculty Development & Evaluation (FDEC) Minutes
Wednesday, September 17th, 2014, 9:00-10:30
CNS 8

Present: Michael Andreychik (Chair), Carol Ann Davis, Eileen O'Shea, Christine Seigel, Gwen Alphonso, Cinthia Gannett, Valeria Martinez, Amalia Rusu, Ying Zhang

Regrets: Deborah Edelman, Tracy Immerso

Invited Guest: Suzannah Klaf

AGENDA ITEMS

• Chair election: Eileen O'Shea elected chair by acclamation, with thanks for Michael Andreychik’s job as 2013 – 14 Chair.

• Introductions & welcome to new members: The committee introduced all members in a round-robin introduction style.

• Invitation of invited guest(s) from CAE: Susannah Klaf, Director, CAE, was invited to attend meetings as a guest of the committee by a unanimous vote of the committee.

• Review of ongoing agenda items from 2013-2014 FDEC

  1. Recommendations concerning moving IDEA to all online

There was continued discussion about whether to draft a proposal for AC about going online recommendations for going online. This led the committee to further clarify its function: with clarifications from Christine Siegel, the committee is in charge not of if we go online but of helping with best practices, how the institution chooses to use the forms. It looks as if the forms will move to online at some point, and we need to prepare faculty for that move.

To the point of how the institution uses the form, Cinthia Gannett pointed out that right now we use the forms largely for individual evaluation, but data can be utilized in aggregate and serve other functions besides evaluation. Also, additional types of evaluation are used at other institutions as proof of effective teaching, such as demonstration of innovative practices; teaching circles; PROT. Discussion ensued about exploring the cultures around teaching at other institutions and exploring opportunities for faculty reflection around teaching.

Additional discussion ensued about the need for students to monitor each other in the filling out of forms and in respecting the process, as this is a concern for faculty, especially as form moves to online. Christine Siegel will dialogue with the students on the FUSA Academic Subcommittee to help educate them about the importance of peer to peer reinforcement of good practices for responsibly filling out IDEA forms.
Additional discussion continued about how to best educate faculty about the move to online forms and how best to prepare them for it and to educate them about well established best practices for online administration, which led to a discussion of a possible topic for the Fall FDEC Day (see below).

2. Fall Faculty Development Day
After a broader-ranging discussion, the committee decided to focus on IDEA forms as the focus for the fall FDEC Day, which will take place Tuesday, December 9, from noon – 2 and will include lunch (either in the Oak Room or the Kelley Center). The spring FDEC Day can then take up broader and more holistic teaching practices, perhaps utilizing a colloquia format.

Some possible ideas for the fall day were:
- Invite faculty who use online to come and discuss best practices
- Use materials from Jim Simon’s presentation and Suzannah’s long form/short form side-by-side analysis

In preparation for FDEC day: the committee will prepare questions for Academic Cabinet while canvassing departments and we will send those questions to Eileen.

Eileen will circulate: Jim’s presentation; minutes from last year; Suzannah’s long form/short form analysis

An FDEC subcommittee on Fall FDEC Day was formed liase with Suzanna made up of Eileen, Carol Ann, and Cinthia

3. Part-time Faculty Initiative: Eileen will circulate report Cinthia and Carol Ann circulated last year for discussion at a subsequent FDEC meeting; some aspects of the report are relevant to the holistic discussion proposed for Spring FDEC Day

4. IDEA Evaluations for small enrollment courses: it was decided that this will be put on the agenda for a future meeting of the committee.

5. Other agenda items for this year?
In addition to items 3. and 4. above (Part-time Faculty Initiative and IDEA evaluations for small enrollment courses) and continued preparations for Fall FDEC day, it was suggested that guests be invited to meet with the committee from the Fairfield 20/20 subcommittees, namely the innovative pedagogy and back office operations subcommittees. It was also suggested that ITS be invited to a meeting so that we can fully understand issues related to how online IDEA form implementation can be accomplished in a way that makes laptops available to all students.
• Scheduling Monthly Meetings
  Eileen agreed to send out a Doodle Poll for monthly meetings.

• Adjournment
  The meeting was adjourned at 10:29 a.m.

Respectfully Submitted,
Carol Ann Davis
Cinthia Gannett