

**Faculty Evaluation Review Subcommittee Minutes**  
**Tuesday November 5, 2002**  
**3:30 pm Oxendine Science Building, Room 105**

Members present: Danny Davis, Merrill Miller, Jean Sexton,  
Velinda Worix

Members absent: Jim Frederick, David Maxwell, Peggy  
Opitz

I. Call to Order: Velinda Worix called the meeting to  
order at 3:55 p.m.

II. Approval of the Minutes from October 1, 2002: The  
minutes were approved with the correction that Jean Sexton  
was excused from the last meeting.

III. Approval of the Agenda: The agenda was approved as  
distributed.

IV. Old Business

A. Gathering of copies/information of minutes from  
last year: Velinda Worix gathered copies of the minutes  
from last year and summarized last year's activities for  
the subcommittee.

B. Revision of Student Evaluation of Instruction:  
Jean Sexton reviewed the results of the survey from last  
year. Fifty-seven surveys were returned. The following  
questions had the highest percentage of Strongly Disagree  
responses:

Was available to student outside of class  
Knew when students had mastered the concepts or skills  
presented

Assigned grades fairly  
Challenged students and required an adequate amount of  
work

Respected students and treated them as worthwhile  
persons

The text and other materials that students were  
required to purchase were relevant to the course and  
useful.

Discussion about the source of the weakness of  
the above questions focused on two themes. The first one  
was the question of the students' ability or inability to  
know how the instructor knew that students had mastered

materials or assigned grades fairly to the class as a whole. The second theme was the problem that some questions combined two questions into one. Answers to that type of question cannot identify true strengths or weaknesses because it cannot be known if the answer applies to the first part, second part, or both parts of the question.

After much discussion about if and how to proceed with altering the questionnaire, the motion was made by Merrill Miller and seconded by Danny Davis, "The Subcommittee is to look at the questions and try to improve the weaker ones." The motion passed unanimously. Jean Sexton volunteered to draft some alternative questions to bring to the Subcommittee.

After discussion about when the questionnaires were distributed and how or if the results were used, the motion was made by Merrill Miller and seconded by Danny Davis, "The Subcommittee is to address the issue of parity of how the surveys are used and conducted within the departments." The motion passed unanimously.

C. Clarification of policy on flow of material in Tenure and Promotion Process: After a close review it was determined that there are some discrepancies between the "Typical Calendar of Events for Tenure and/or Promotion" (p. 4A-57-59 in the Faculty Handbook) and the "Interim Clarification for 2001-2001 [i.e. 2002] Academic Year and Procedure Proposal FLOW CHART with TIME LINES." This was tabled until the December meeting.

V. New Business: It was suggested that the subcommittee examine the issue of portfolio design guidelines.

VI. Announcements: The Subcommittee will meet in the 1st floor Conference Room (Room 105), Oxendine Science Building at 3:40 on the following days:

December 3, 2002  
January, no meeting  
February 4, 2003  
March 4, 2003  
April 1, 2003

VII. Adjournment: The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Jean Sexton, Secretary