

Faculty Evaluation Review Subcommittee
Minutes
Tuesday October 7, 2003
3:30 pm Education Building, Room 306

Members present: Irene Aiken, Elizabeth Denny, James Frederick, Merrill Miller, Jean Sexton,
David Ziegler

Members absent: Velinda Worix

1. Call to Order: Elizabeth Denny called the meeting to order at 3:35 p.m.
2. Approval of the Minutes from September 16, 2003: The minutes were approved.
3. Approval of the Agenda: The agenda was approved as distributed.
4. Old Business
 - a. After much discussion it was moved that the following proposed revisions to the Student Evaluation of Instruction form's questions be sent forward to the parent committee:

Current:	4.	Was available to student outside of class.
Proposed:	4.	Conveyed a willingness to help students outside of class.
Rationale:	4.	Instructors may be available, but not pleasant about helping outside of class. This revision tries to evaluate the perceived attitude of the instructor.

Current:	5.	Knew when student had mastered the concepts or skills presented.
Proposed:	5.	Drop.
Rationale:	5.	It is difficult for a student to know what the instructor knew. Furthermore, sometimes it is not feasible for the instructor to continue until everybody in the class has mastery of the topic or skills.

Current:	7.	Assigned grades fairly.
Proposed:	7.	Followed reasonable standards in assigning letter grades.
Rationale:	7.	Students should not know all of the grades assigned. However, they should know the standards followed in assigning grades and be able to judge if the standards are reasonable.

Current:	9.	Challenged students and required an adequate amount of work.
Proposed:	9.	Challenged students to achieve course objectives.
Rationale:	9.	The current question tries to evaluate two criteria. Students who are challenged to achieve course objectives will have enough work.

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| Current: | 10. | Respected students and treated them as worthwhile persons. |
| Proposed: | 10. | Acted in a courteous and professional manner. |
| Rationale: | 10. | Questions were raised about what a worthwhile person@ meant. If an instructor acts courteously and professionally, then students in the class will be treated with respect. |
| Current: | 13. | The text and other materials that students were required to purchase were relevant to the course and useful. |
| Proposed: | 13. | Made good use of the materials that students were required to purchase. |
| Rationale: | 13. | The current question does not evaluate instruction. An instructor may “inherit” the selections of a previous instructor. The proposed question evaluates how well materials were integrated into the course. |
| Current: | 14. | Stimulated the students= intellectual curiosity. |
| Proposed: | 14. | Stimulated a desire to learn more about the subject. |
| Rationale: | 14. | The proposed question is more specific about the object of the intellectual curiosity. |

- b. The tenure and promotion portfolio will be worked on by David Zeigler.
 - c. The promotion timeline will be worked on when the committee members have a hard copy of the relevant section of the Faculty Handbook (see below)
 - d. Connie Ingram has a copy of the Faculty Handbook for each committee member.
- 5. New business: None
 - 6. Announcements: The next meeting will be November 4, 2003.
 - 7. Adjournment: the meeting was adjourned at 5:00 pm.

Respectfully submitted,

Jean Sexton, Secretary