

**Faculty Evaluation Review Subcommittee
Minutes
Tuesday December 2, 2003
3:30 pm Education Building, Room 306**

Members present: Irene Aiken, Elizabeth Denny (Chair), James Frederick, Merrill Miller, Jean Sexton, Velinda Worix, David Ziegler

Guest: Collie Coleman

1. Call to Order: Elizabeth Denny called the meeting to order at 3:31 p.m.
2. Approval of the Minutes from November 4, 2003: The minutes were approved as amended. The amendment was that under old business, report from FIAC, the addition of the statement "Dr. Collie Coleman will be invited to meet with the committee" should appear at the end of the paragraph.
3. Approval of the Agenda: The agenda was approved as distributed.
4. Old Business:
 - A. Online Student Evaluation of Instruction Form. Dr. Collie Coleman, Associate Provost for Outreach, spoke to the committee. The following points were made:
 - One goal for continuing/distance education is to be consistent with Academic Affairs. Students in the program must be treated as other UNCP students, striving for equity, not equality.The following questions need to be answered:
 - What happens to the information in the student evaluations?
 - Where is the data from past years?
 - What is the process for the development of the form?
 - Who gets the data? Who has the data from the past?
 - What has happened to the form? (It appears to have changed)
 - Which form(s) should be used?
 - How are policies formed?
 - Is there a committee that handles distance education?

Dr. Coleman will be speaking again to the subcommittee.
 - B. Timeline for new contracts: Libby Denny circulated draft proposals for the initial two and three year reviews. The following changes were made to the draft of the two year contract:
 - Nov. 15 Submission of Nomination Form
 - Nov. 30 PEC formation
 - Jan. 20 Faculty member submits materials to the dept. chair

Jan. 31 Department chair meets with the PEC
Nov. 1 Reappointment decision needs to be explored further in reference to timing per
UNC system guidelines

C. The rest of the business was delayed due to time constraints.

5. Announcements: The next meeting will be February 3, 2004.
6. Adjournment: the meeting was adjourned at 4:58 pm.

Respectfully submitted,

Jean Sexton, Secretary