

## Faculty Evaluation ~~Minutes~~ Subcommittee Meeting

Tuesday, November 2, 2004

**Present:** Rick Crandall, Jonathan Maisonpierre, Debra Preston, Marilu Santos, Jay Vest

**Absent:** Sandy Cross ( excused ), Dave Zeigler ( excused )

1. Call to Order

Rick Crandall called the meeting to order at 3:35pm.

2. Approval of minutes from October 5, 2004

The minutes were approved without any corrections.

3. Approval of meeting agenda

The meeting agenda were approved.

4. Old Business

A. Report from Debra Preston from the Faculty and Institutional Affairs Committee meeting on October 21, 2004

B. Discussions on evaluation of faculty who teach on-line courses.

The discussions that followed acknowledged the following:

- Evaluation data on faculty who teach on-line courses should be sent to the Chairs (or the Dean if there is no Chair ). The Chairs (or Dean) can then make recommendations to Continuing and Distance Education who may teach an on-line course.
- Chairs must approve the on-line teaching of academic courses for degree and non-degree programs by regular faculty and adjuncts. However, the Chair may not have control over on-line teaching of non-academic courses, like Stress Management or Basket Weaving, that may fall under the realm of Continuing and Distance Education
- On-line evaluation forms should be consistent to the regular faculty evaluation forms.

5. New Business

Initial discussions on sections 4-2, 4-12, and 5-11 of the Faculty Evaluation Model acknowledged that the overlaps seem inevitable.

6. Announcements

A. Assignments for next meeting:

- We will examine the current on-line evaluation form. We need to further discuss if Continuing and Distance Education will have access to the on-line evaluation data. We may also invite a UCIS representative.
- We need to further study sections 4-2, 4-12, and 5-11 of the Faculty Evaluation Model to see if anything can be changed to make the material easier to read.
- Kay McClannahan will investigate on the Promotion and Tenure Committee materials and process. We will examine the PTC materials and determine the deadline for submission of these materials.

B Rick Crandall will attend the Faculty and Institutional Affairs Committee meeting on November 18, 2004.

C. Next Meetings: Next meeting will be on Tuesday, December 7, 2004 at 3:30 pm, place to be announced. There will be no meeting on January 4 , 2005.

7. Adjournment

Meeting was adjourned at 4:50 pm.

Submitted by: Marilu Santos, Secretary –in-rotation