

**Faculty Evaluation Subcommittee Meeting  
Minutes**

**Tuesday, September 6, 2005**

**Present:** Rick Crandall, Marilu Santos, Jay Vest, Travis Stockley, Sandy Cross, Guo Wei, Elizabeth Denny ( FIAC Chair / Guest )

1. Call to Order

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

2. Approval of minutes from last meeting.

The minutes from the April 5, 2005 meeting were approved with a note from Elizabeth Denny that the transcripts must always be available for approval.

3. Approval of meeting agenda.

The agenda was approved.

4. Old Business

A. Rick Crandall reported that he presented the final draft of section 4.7 B-1 to the Faculty Institutional Affairs Committee and received the following suggestions:

- The old version of section 4.7- B.1 must be attached to the new version for ease of comparison.
- Indicate “add” or “ strike” when comparing the old and new versions.
- The old text must come from the 2005-2006 version of the Faculty Handbook.
- A copy of the recent Faculty Handbook must be available during meetings.
- Any changes in the handbook voted on this year will not apply this school year.

B. FERS members articulated that the committee revised the said sections based on meetings and interviews with past Chairs of the Promotion and Tenure and the Task Force to Study the Faculty Evaluation Model.

5. New Business

- A. Elizabeth Denny distributed a one page hand-out about the following:
- Responsibilities of the FERS
  - Procedures on meetings, attendance and recording of minutes
- B. The situation of current members, Marilu Santos and Jay Vest, were determined in the light of the new attendance rule ( i.e. any member who incurs 2 excused/unexcused absences will be removed from the committee ) . It was decided that Marilu Santos will resign now as member of the FERS because she has a class at 3:30-4:45 pm Tuesdays this Fall and that Jay Vest will resign in January because of his Fullbright Scholarship that commences on Dec 15, 2005
- C. Regarding what new business the FERS may be charged to study, the following were taken up:
- New business may come from FIAC, from a faculty member or from any source
  - Examples of new business may be: defining time lines to respond to issues, using evaluation forms that are different from what the other departments may be using, Chairs who are not requiring annual evaluations from faculty because there is no merit increase.

6. Announcements

None.

7. Adjournment

Meeting was adjourned at 4:25 pm.

Submitted by: Marilu Santos  
Rotating Secretary