AGENDA

Faculty Evaluation Review Subcommittee

December 4, 2018 3:30-5PM

UC 233

Members: Larry Arnold (chair), Youngsuk Chae, Richard Kang, Nancy Palm, Maria Pereira, Gretchen Robinson, Misty Stone

I. Call to Order

II. Adoption of the Agenda

III. Approval of Minutes from November 6, 2018

See [Appendix A](#Minutes)

IV. Chair Report

V. Old Business

* 1. FIAC feedback on Disciplinary Statements.
  2. Revise references to Promotion and Tenure Committee to conform with expansion of membership (Faculty Handbook, pp. 119-120
  3. AITC on Electronic Portfolios

VI. New Business

* 1. Student Evaluation of Instruction schedule

VII. Announcement

* 1. Next Meeting: February 5, 2019 3:30-5:00 pm UC 233

VIII. Adjournment

Faculty Evaluation Review Subcommittee

Meeting Minutes

Tuesday, November 6, 2018

UC 233

Members Present: Larry Arnold (chair), Youngsuk Chae, Richard Kang, Nancy Palm Puchner, Maria Pereira, Gretchen Robinson

Members Absent: Misty Stone

Recording Secretary: Nancy Palm Puchner

I. Call to Order

The meeting was called to order by Larry Arnold at 3:30 p.m.

II. Adoption of the Agenda

The agenda was adopted at 3:31 p.m.

III. Approval of Minutes from October 2, 2018

Approved without additions or corrections at 3:32 p.m.

IV. Chair Report

1. Larry Arnold reported that he met with the Provost and discussed proposed disciplinary statement language and no changes were recommended.
2. Larry Arnold reported that make-up of Promotion and Tenure committee is being revised, but nothing available in writing yet as to how.

V. Old Business

1. Revise faculty evaluation portions of the Faculty Handbook to incorporate departmental revision and approval of Disciplinary Statements.
   1. Discussion took place over Larry Arnold’s proposed addition to the handbook regarding revision of disciplinary statements.
   2. Committee added language describing process for departments initiating review before it is required by Academic Affairs.
      1. Addition to handbook regarding the revision of disciplinary statements unanimously approved at 4:11 p.m.
   3. Committee discussed the idea of creating a schedule on Academic Affairs site of rotation of which departments are revising which years.
2. Revise references to Promotion and Tenure Committee to conform with expansion of membership (Faculty Handbook, pp. 119-120)
   1. We have not been notified exactly what the expansion will be, so this is tabled until we have more information
3. Electronic Portfolios
   1. Larry Arnold reported there are no constraints to using Canvas for electronic portfolios~~, according to AITC~~
   2. Committee discussed benefits to using Canvas, since the University is already subscribed, faculty already have accounts
   3. Larry Arnold will bring this up at the AITC meeting on Monday
   4. Larry Arnold will bring this up at FIAC

VI. New Business – none

VII. Announcement

1. Next Meeting: December 4, 2018 3:30-5:00 pm UC 233

VIII. Adjournment

Meeting was adjourned at 4:32 p.m.

Respectfully Submitted

Nancy Palm Puchner

Recording Secretary