Faculty Senate Routing Form
(Senate Action/Resolution/Recommendation Attached)

I. Item Description
   a) Item Title: Amend Faculty Evaluation of Administration form
   b) Item Identification (Year-Month-Action number): 12130403
   c) Brief Description: Faculty Evaluation of Administrators added material to the evaluation forms for the Office of Academic Affairs.
   d) Type: ☑ Action □ Resolution □ Recommendation
   e) Initiated by: Faculty and Institutional Affairs Committee

II. Faculty Senate Action:
   ☑ approved □ not approved □ other date: 04/03/2013
   Senate Vote: 23 Yes 0 No 0 Abstain
   Comments:

   Faculty Senate Chair Signature: [Signature] date 4/18/15
   Faculty Senate Secretary Signature: [Signature] date 4/4/13

III. Chancellor:

   Requested Action:

   ☑ For Action □ Recognition of receipt □ For information

   Chancellor Action:

   ☑ not approved □ approved

   Unit/Person Responsible for implementation

   Comments: I am not approving this change because I intend to open a wider discussion of faculty involvement in administration during FY 2013-14.

   Chancellor signature [Signature] date 7/11/13

Once finalized, copies will be returned to Special Assistant to the Chancellor who will scan and distribute electronically to: Chancellor, Provost, Chair of Faculty Senate, and Secretary of the Faculty Senate. The latter will post the Proposal/Recommendation/Resolution on the Faculty Senate Website.
Appendix K
Faculty Evaluation of Administrators
Material to be added to the evaluation forms for the Office of Academic Affairs.

Student Academic Support and Retention

- lead and coordinate offices that provide direct academic support to students
- support and improve student academic success and retention
- promote services to the larger campus community
- facilitate staff communication with faculty, department chairs, deans, and students

Center for Academic Excellence (formerly under Division of Enrollment Management)

- increase student retention by providing comprehensive and effective activities and programs, such as tutoring, mentoring, and Supplemental Instruction (SI).
- organize, staff, train, teach and evaluate the Freshman Seminar course.
- develop and conduct student workshops based on need.
- work with students on academic probation, and those identified through the Early Alert Hawk Alert Program.
- assist with new and transfer student Orientation Sessions, and advise new students.
- update publications used in Freshman Seminar and for intervention programs.
- work on additional retention focused activities as assigned by the Vice-Chancellor for Enrollment Management-Assistant Vice Chancellor for Student Academic Support and Retention

Amended copy reads:

- increase student retention by providing comprehensive and effective activities and programs such as tutoring, mentoring, and Supplemental Instruction (SI)
- develop and conduct student success workshops based on need
- work with students on academic probation, and those identified through the HAWK Alert Program
- work on additional retention focused activities as assigned by the Assistant Vice Chancellor for Student Academic Support and Retention

Advising Center

- increase student retention by providing comprehensive and effective first year activities and programs
- foster intellectual and personal growth by engaging students in developing education, career, and life goals
- update publications used in Freshman Seminar
- assist with new and transfer student Orientation Sessions, and advise new students.
- organize, staff, train, teach and evaluate the Freshman Seminar course.

Rationale: SASR and the Advising Center are new and need representation in the evaluation forms, and some of CAE’s responsibilities and its mission have changed.