

COMMITTEE NAME: FACULTY AFFAIRS POLICY COMMITTEE

MEETING DATE & TIME: SEPTEMBER 6, 2019, 2 PM

MEETING LOCATION: ENNIS HALL RM. 105

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Matt Forrest	P	Stephanie McClure
P	Justin Adeyemi	P	Katie Stumpf
P	Christopher Clark	P	Glynnis Haley
P	Jiaqin Yang	P	Rob Sumowski
P	Linda Bradley	R	Nancy Davis Bray
P	Hedwig Fraunhofer	R	Robert Blumenthal
		P	Jamie Downing
A	David Weese	A	Bradley Alban- resigned

GUESTS

<i>Italicized text denotes information from a previous meeting.</i>	David Smith, Enterprise Architect Specialist, IT
Jim Berger, CTL Director	

AGENDA TOPIC <small>(Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.)</small>	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP <small>{including dates/responsible person, status (pending, ongoing, completed)}</small>
I. Call to order	The chair called the meeting to order.		
II. Approval of Agenda	Katie made motion to approve the agenda. Chris seconded.	The agenda was approved.	
III. Approval of Minutes	Chris made motion, Justin seconded.	The minutes from August 2019 were approved.	

IV. Old Business/Review of Actions/Recommendations			
<p>1. Jim Berger, Ph.D., Director of the Center for Teaching and Learning at GC, invited speaker</p> <p>And</p> <p>David Smith</p>	<p>Jim Berger, new director of CTL, shared general updates (provide handouts of concept map and SRIS Spring 2019 Data Summary). He spoke about the feedback provided by SRIS, summarizing his two handouts.</p> <p>Jim noted an intention to report more pie graphs differentiating what the research says is good for instructional delivery strategies vs. what students report are the faculty's actual instructional delivery strategies.</p> <p>Hedwig and Stephanie noted that the University catalogue identifies courses as being via means of specific delivery strategies (e.g., some courses are identified within the catalogue as being lecture-based).</p> <p>Jim then asked David Smith to talk about the new version of SRIS from an IT angle. David also had been invited to this meeting.</p> <p>David Smith talked about the process of adopting the new SRIS system. He said that the instruments have been updated and has new diagnostic forms. There are 40 rather than 47 questions. In addition, there will be an option for instant feedback implemented this semester, so that instructors can get a feel for student feedback throughout the semester. The FIF (Faculty Information Form) has been changed to the OSF (Objective Selection Form), which will not be accessible via PAWS. It will be accessible via the CampusLabs application, which will be linked from the Unify homepage.</p> <p>Student Instant Feedback will be available throughout Fall semester 2019 via a seven-question survey pertaining to how students perceive "things are going." To this end, IT is actively working on adapting the instrument to GC. Administrators (department heads) will receive training first and will set up the scheduling for student administration of the SRIS.</p>		

	<p>Faculty will receive OSF reminders continuously until they fill out the OSF form.</p> <p>Jim noted that CTL will continue to drill down for better data more customized to each college.</p> <p>Hedwig mentioned concern about faculty buy-in due to administrators being able to access results in an ongoing format and noted that it seemed like surveillance. David clarified that the ongoing Instant Feedback surveys would be faculty-prompted and generated at each faculty member's request for faculty members' formative feedback at any time during the semester.</p> <p>Jim noted that he would be happy to sit down with any faculty members who might have any concerns to explain how this will work.</p> <p>Katie did online research during the meeting and learned that this Instant Feedback method is an informal faculty-generated survey to gauge whether students report whether they understood the concepts taught during a given class session.</p> <p>David noted that Academic Affairs has set up a system whereby chairs choose one course and faculty choose one course for a total of two evaluated courses per semester. He noted that this system has not changed.</p> <p>Jim and David both requested faculty come by to visit or contact them via email.</p>		
<p>V. New Business Actions/Recommendations</p>	<p>No new business</p>		
<p>1.</p>			
<p>2.</p>			

VI. Next Meeting	October 4, 2019 at 2 p.m. in Ennis 105		
VII. Adjournment	Chris moves that we adjourn and Justin seconded. The meeting was adjourned at 2:44 p.m.		

Distribution(as determined in committee operating procedure – one possibility given):

First; To Committee Membership for Review

Second: Posted to the Minutes Website

Approved by: Matthew Forrest 9/6/2019 3:01pm
 Committee Chairperson (Including this Approval by chair at committee discretion)

Guidance

CHAIRPERSON SIGNATURE
(Including this Approval by chair at committee discretion)

DATE _____ -