**Committee Name: FAPC**

**Meeting Date & Time: September 1, 2017, 1400 - 1445**

**Meeting Location: A & S 116**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | David Johnson (Chair) | R | Krystal Canady |
| R | Ashley Taylor (Vice Chair) | P | Ji Seun Sohn |
| P | Sarah Handwerker (Secretary)  | R | Huaiyu Wang |
| P | Hedwig Fraunhofer | P | Kell Carpenter |
| P | Joanna Schwartz | R | Carrie Cook  |
| R | Tom Toney | R | Robert Blumenthal  |
| P | Linda Golson Bradley |  |  |
| Guests |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic (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.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | Committee called to order at 1400.  |  |
| **II. Approval of Agenda** | Agenda sent to committee members prior to meeting by David Johnson.  | Motion to approve agenda by Kell Carpenter. Second from Joanna Schwartz. All committee members present voted to approve agenda.  |  |
| **III. Approval of Minutes** | August 15, 2017 minutes sent to committee members prior to meeting by David Johnson.  | Motion to approve August minutes by Joanna Schwartz. Second from Hedwig Fraunhofer. All committee members present voted to approve minutes. |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1. Peer Teaching Evaluation Pilot Program**  | The Peer Teaching Evaluation was discussed by committee. Ideas explored included:* A 2 person evaluation team (one from Center for Teaching and Learning and one from department) or a 1 person team (one from CTL); the feasibility of the two person team was questioned
* Use notes from previous taskforce on this topic to start recommendation with
* CTL already doing “midterm” evaluations and getting student feedback; they could add a formative section where the evaluator gives feedback and it would not use any additional resources
* This process should remain voluntary and formative
* Faculty receiving evaluation could then use the feedback and write a reflective summary of how they improved their teaching based upon evaluation (this could be placed in annual evaluation if desired)
 |  | Joanna Schwartz will take notes from meeting and notes from previous taskforce. Joanna will write up draft of recommendation for the Peer Teaching Evaluation Pilot and send to committee for review and edits.  |
| **V. New Business** |  |  |  |
| **1. Faculty notification of Post-Tenure Review**  | A College of Health Sciences faculty member requested that FAPC discuss the notification process for when tenured faculty need to submit post tenure review materials. This faculty forwarded current BOR and University policy that indicates when faculty are up for post tenure review, the Chief Academic Officer should notify in writing. The concern is that this process is not followed consistently.  | FAPC committee members present noted that faculty up for post tenure review should receive this notification no later than May 1st of the semester prior to when the materials are due. Committee members noted that this is the process (although sometimes not consistently implemented), and that notification comes from the Provost’s office. FAPC committee members agreed that since a process is in place, FAPC may need to send this issue to another committee.  | David Johnson is attending the ECUS meeting today and will request that ECUS determine which committee or administrative person should look at this issues.  |
| VI. Next Meeting | Next meeting scheduled set for Friday October 6th from 2-3:15 PM.  |  | David Johnson to notify committee members of location for next meeting.  |
| VII. Adjournment | Meeting adjourned at 14:45 | Kell Carpenter motioned for adjournment and Joanna Schwartz seconded. All committee members agreed. |  |

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

First: To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
| Member Name 1 |  |  |  |  |  |  |  |  |  |
| Member Name 2 |  |  |  |  |  |  |  |  |  |
| Member Name 3 |  |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)