**Committee Name: Faculty Affairs Policy Committee**

**Meeting Date & Time: Friday, February 3, 2:00pm**

**Meeting Location: Arts & Sciences 116**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Alex Blazer | P | Mary Jean Land |
| P | Robert Blumenthal | P | Barbara Roquemore |
| P | Louis Bourne | P | Patrick Simmons |
| R | Kell Carpenter | R | Christina Smith |
| R | Carrie Cook | R | Ashley Taylor |
| P | David Johnson | P | Tom Toney |
| P | Monica Ketchie |  |  |
| Guests: Cynthia Alby, Jeanne Sewell |
|  | *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** |  | Meeting called to order at 2pm |  |
| **II. Approval of Agenda** |  | Approved |  |
| **III. Approval of Minutes** |  | Approved |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| 1. **Student Opinion Survey Instruments**
 | Dr. Alby and Mrs. Sewell advised the committee, presenting research that cautioned the committee to the limited value of student surveys. (Short surveys can still be used to supplement other measures, such as peer-teaching evaluation.) | A Student Opinion Survey subcommittee/task force (David Johnson and Patrick Simmons) will look into the longer-term implementation of a “Student Satisfaction Survey” that is not an evaluation of faculty. |  |
| 1. **Peer Teaching Evaluation**
 | Broad agreement reached that a Peer Teaching Evaluation model should include both a departmental colleagues and an out-of-department expert. | A Peer Teaching Evaluation subcommittee/task force (Barbara Roquemore, Monica Ketchie, Marie Jean Land) will pursue a policy and bring it to the committee. |  |
| 1. **T&P Task Force**
 | Nothing new to report. |  |  |
| 1. **T&P Policies**
 | Continued deliberation and discussion needed regarding allowing faculty to respond to T&P recommendations. |  |  |
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| **V. New Business**Actions/Recommendations |  |  |  |
| 1. **IFR**
 | Should the deadline for faculty IFR’s and chairs’ evaluations be moved back two months? | Committee voted (5-4) to send a motion to senate to move back the faculty IFR deadline to January 21 from March 15 in order to give chairs extra time to do evaluations. |  |
| VI. Next Meeting |  | Friday, March 3 at 2:00pm in A&S 116 |  |
| VII. Adjournment |  | Meeting adjourned at 3:15pm |  |

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

First; To Committee Membership for Review

Second: Posted to the Minutes Website