

Minutes

Meeting Date:	October 4, 2019
Meeting Start Time:	12:03 p.m.
Meeting Adjourned Time:	1:00 p.m.
Meeting Location:	Knight 4216
Meeting Secretary :	Barbara Nauman

Members

Committee Member Name	Title	Attendance
Renee Andersen	Faculty member, English	Present
Cynthia Johnson	Faculty member, Dental Health/ Hygiene	Not Present
Jeanne McColl	Assistant Dean, Nurse Education	Present
Catherine Poirier	Interim Dean, Learning Resources	Not Present
Jason Stockford	Faculty member, Math	Present
Barbara Nauman	Interim Assistant Dean, BSTEM	Present

Agenda Item	Notes on Discussion
1. Elect Chairperson	<p>Motion: Jason Stockford nominated Barbara Nauman as Chair; Jeanne McColl seconded.</p> <p>Votes in favor: 3 Votes opposed: 0 Abstentions: 1</p> <p>Barbara Nauman elected as new Chair.</p>
2. Adoption of Proposed Agenda	<p>Motion: Jason Stockford motioned to adopt the agenda; Renee Andersen seconded.</p> <p>Unanimously Approved: 4</p> <p>Agenda adopted.</p>
3. Approval of notes from June	<p>Motion: Jason Stockford motioned to approve June committee notes; Renee Andersen seconded.</p> <p>Unanimously Approved: 4</p> <p>June notes approved.</p>
4. Review of Departmental Faculty Evaluation Plans	<p>The Committee reviewed the Department Chairs' Evaluation Plans submitted; it was noted that there were inconsistencies in formatting.</p> <p>Motion: Jason Stockford motioned that a request be made of all Department Chairs to utilize a template approved by the Evaluation Review Committee and that the Evaluation Plan have a six-year view (2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023). The Committee will share with the</p>

	<p>Department Chairs a redacted example template, (i.e., the Business and Professional Studies Plan) as well as an empty Excel template in which to build the preferred Plan. Department Chairs will be asked to re-submit their Evaluation Plans no later than Monday, October 28th.</p> <p>Discussion: The Evaluation Review Committee Chair will draft the communication to the Department Chairs and share it with the Committee prior to distribution to the Department Chairs.</p> <p>Motion Seconded: Renee Andersen</p> <p>Unanimously Approved: 4</p>
<p>5. A.) New Business (Math Emporium SRI)</p>	<p>Jason Stockford requested approval for the Math Department to experiment with administering its SRIs for MATH 0095 (Math Emporium) during Weeks 8-10 versus the typical Weeks 10-13 due to the Math Emporium class structure.</p> <p>Committee Unanimously Approved: 4</p>
<p>5. B.) New Business (Website for Faculty Evaluation Procedures)</p>	<p>Jason Stockford recommended that one, comprehensive resource for Faculty Evaluation Procedures (SRI, Self, Peer and Standardized Forms) rest on the Academic Affairs Website as opposed to the individual department websites which sporadically house the information. In addition, SRI forms, timing, process for administering, and better completion rates needs review.</p> <p>The Committee decided to Table the Discussion until the next Evaluation Review Committee meeting.</p>