

## Minutes

### Faculty Affairs Committee

December 2, 2013, Room 4240

9:00-10:00am

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| Attendance   |  |
| Present:   | Absent:  |
| <u>Members</u> : Katharine Adams (C), Monique Busch, Karen Morris, Harold Thiele, & William Faux | Laura Carter, Nancy Swanson, Hasson Tavossi, & Karl Paoletti |
| <u>Guest(s)</u> : Mike Savoie  |  |

1. Attendance
2. Approve minutes from November 4th meeting

#### Old Business:

3. Issue of 12 month mandatory leave appears to be resolved as the option to take mandatory leave was made available to faculty.
  - The Mandatory Leave Holiday Adjustment Form (available on the HR website) may be used when 12 month faculty or staff desire to work on a holiday or mandatory leave day.
  - Must be approved by department head and form submitted to HR.
4. Discussion of the FAR evaluation recommendation made to the Faculty Senate on Thursday, November 21, 2013.
  - Senate voted unanimously to deny the recommendation that a three tiered FAR evaluation scheme would provide more accurate and descriptive assessment of faculty performance as compared to the satisfactory/unsatisfactory rating currently used.
  - After much discussion Senate remanded issue back to the FAC to further investigate the tier rating and to look at the language “acceptable standards compared to other professional faculty within the Department” in the VSU Faculty Evaluation Model (p. 32). Stop working after “acceptable standards”.

#### New Business:

5. Begin discussion of SOI procedures.
  - SOIs give valuable information to continuously improve teaching performance. Narrative information is most valuable. Also most valuable when given at midterm and end of each semester. SOIs are not intended to be formative rather

than summative assessments.

- There are four types of faculty evaluation: student (SOIs), administration (FAR), peer, and self
- Peer evaluation was discussed as a supplement to SOI procedures.
- Questions raised: *What differences exist when evaluating online instruction (Quality Matters) and face to face instruction? Undergraduate and graduate?*
- Mike Savoi will send members article on “Rethinking Faculty Evaluation” and a Guidebook for Peer Evaluation.
- Members of committee agreed to research faculty evaluation protocols and submit examples of different department evaluations before next meeting.