**Committee Name: Faculty Affairs Policy Committee**

**Meeting Date & Time: September 7, 2018 at 2 p.m.**

**Meeting Location: A&S 116**

**Attendance**:

|  |
| --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| R | Ashley Taylor | P | Robert Blumenthal |
| P | Hedwig Fraunhofer | A | Jiaqin Yang |
| P | Hauke Busch | P | Linda Bradley |
| P | Angela Criscoe | R | Jamie Addy |
| P | Rob Sumowski | R | Catherine Fowler |
| P | Olha Osobov | P | Ji Seun Sohn |
| P | Carrie Cook  |  |  |
| 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** | The Vice Chair called the meeting to order.  |  |  |
| **II. Approval of Agenda** | The agenda for the meeting was approved. | Item E was added to the agenda: drop/add courses dates do not coincide | Completed |
| **III. Approval of Minutes** | Minutes from 8-14-2018 were approved | Corrections to the minutes: Carrie Cook – the Provost’s RepresentativeRobert Blumenthal – the President’s Representative | Completed |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1.**  | No old business was reported. |  |  |
| **2** |  |  |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| **1.Faculty salary study** | 1. Susan Allen was invited to the October meeting to talk to the committee about the study.2. Questions were formed about- salary compensation, promotion raises- salary inversion- steps in salary increase- salary comparison within the state |  | Ongoing |
| **2.Review SRIS short form response rates and supplemental materials** | 1. The committee looked over the data.2. Discussed: - students’ motivation to fill out the SRIS- survey fatigue- - comments are more informative about faculty effectiveness than the form- students are not qualified to evaluate teaching effectiveness but rather mechanics (syllabus, being on time, having office hours, faculty availability, etc.)-SRIS does not measure student learning-  | Recommended:* Inquiry should be done on how the SRIS data are used by department chairs
* Collect more data on the new SRIS form effectiveness
* Response rates should not be used as an assessment measure of the faculty/department teaching effectiveness
 | Ongoing |
| **3.Faculty role in ensuring survey completion** | The committee discussed:* faculty are encouraged to use their class time for students to complete SRIS survey
* faculty’s responsibility to raise the response rate
 | Recommended:* Faculty should not be responsible for raising the SRIS response rate
 | Ongoing |
| **4.Discussion of additional/alternative methods for evaluating “teacher effectiveness”** | The committee discussed:* other means to supplement the form like peer evaluation, midterm evaluation, and student comments
 | Action:* The committee wants to know more about the data on the short SRIS survey form
 | Ongoing |
| **5.Drop/Add courses dates do not coincide** | The committee discussed:* Hustle and confusion the issue creates for students and faculty
 | Action:* The committee wants to invite Kay Anderson to the October committee meeting to talk about the issue
 | Ongoing |
| VI. Next Meeting | October 5, 2018 at 2 p.m. in A&S 1-16 |  |  |
| VII. Adjournment | The meeting was adjourned at 3 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Guidance**

**Committee Name: Faculty Affairs Policy Committee**

**Committee Officers: Ashley Turner, Angela Criscoe, Olha Osobov**

**Academic Year: 2018-2019**

**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 | 8/14 | 9/7 | Date3 |  |  |  |  |  |  |
| Ashley Turner, Senator - Chair | P | R |  |  |  |  |  |  |  |
| Angela Criscoe, Senator– Vice Chair | P | P |  |  |  |  |  |  |  |
| Olha Osobov, Volunteer - Secretary | P | P |  |  |  |  |  |  |  |
| Jiaqin Yang, Senator | A | A |  |  |  |  |  |  |  |
| Linda Bradley, Senator | A | P |  |  |  |  |  |  |  |
| Hedwig Fraunhofer, Senator | P | P |  |  |  |  |  |  |  |
| Hauke Busch, Senator | P | P |  |  |  |  |  |  |  |
| Jamie Addy, Senator | A | R |  |  |  |  |  |  |  |
| Catherine Fowler, Volunteer | A | R |  |  |  |  |  |  |  |
| Ji Seun Sohn, Volunteer | A | P |  |  |  |  |  |  |  |
| Rob Sumowski, Volunteer | P | P |  |  |  |  |  |  |  |
| Carrie Cook, the Provost’s Representative | P | P |  |  |  |  |  |  |  |
| Robert Blumenthal, the President’s Representative | P | P |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)