Faculty Evaluation Task Force Minutes for June 17, 2016
Meeting at Meramec Campus, SC-200, 9 am.

Attendance: Emily Neal, David Shields, Becky Helbling, Doug Hurst, Rita Pernik, Lonetta Oliver, Scott Gevaert, Deborah Char, Dustin Sweet, Syed Chowdhury, Ame Mead-Roach, Bob Thumith, Andrew Langrehr (co-chair), Jeff Papier (co-chair)

1. Welcome & Introductions
   Members of the task force introduced themselves.

2. Taskforce Charge
   Our charge is to create a new evaluation system for full-time faculty at STLCC. Our goal is to have a viable proposal for such a system by the end of the Fall 2016 semester. The Higher Learning Commission (HLC) will be conducting a comprehensive reaccreditation site visit at STLCC in February 2018, hence the compressed timeline.

3. Ground Rules
   a. Civility, meaning: respectful language (no name calling); no interruptions; listening
   b. Confidentiality. The task force will provide public updates on its work at logical points in the process. We’ll report out to faculty during August 2016 Service Week.
   c. Candor without fear
   d. Openness to new ideas
   e. Respect for what each of us brings to the table
   f. Schedule meetings to ensure maximum participation

4. Work Plan
   a. The task force will begin its work with relevant research, so that it can get up to speed on best practices, systems in place at other schools, etc.
   b. We will share our research through a Blackboard shell specifically created for the group. Lonetta will request creation of the shell.
   c. We hope to have the research posted to Blackboard by the end of this month, so that everyone has time to read it.

5. Assignments
   a. Lonetta will share the teaching and learning portions of faculty evaluation models which the professional development coordinators district-wide have identified as being of high quality.
   b. Emily and David will research information on Continuous Quality Improvement (CQI) and Total Quality Management (TQM).
   c. David, Becky and Scott will research best practices in faculty evaluation.
d. Ame will research different styles of faculty evaluation. She’ll also send everyone paper copies of STLCC’s current evaluation system.

e. The following people will investigate systems in place at other schools, including what is and isn’t working in those systems:
   i. College of Lake County (IL), SWIC (IL), Metropolitan CC (MO) – Doug
   ii. Madison College (WI) – Scott
   iii. Metropolitan CC (NE) – Becky
   iv. Valencia CC (FL), Kirkwood CC (IA) – Jeff
   v. Ivy Tech – Andrew

f. The following people can provide us with contacts at these schools:
   i. Ozarks Technical CC (MO) – Steve White may have contacts and/or information to provide us. Ame will email Steve about this.
   ii. UMSL – David will provide us with contacts.
   iii. St. Charles CC, SLU, Wash. U., Lindenwood – Bob can provide us with contacts (and information?).

g. Andrew will ask Dennis to provide us with HLC language concerning faculty evaluation, and with the faculty evaluation portion of the HLC response to the College’s last self-study.

6. **Schedule Next Meeting**

   The next task force meeting will be on Wed., July 13 at 2:30 pm, on the Meramec Campus. The room will be announced.

7. **Other**

   a. The group discussed the constituents who have a stake in the evaluation system we propose, including students, faculty, administrators, and HLC.
   b. The group discussed using focus groups to obtain faculty feedback on the proposed system.
   c. We also discussed giving presentations at governance meetings.

8. **Adjournment**

   The meeting was adjourned at 10:30 am.

--Submitted by J. Papier