Faculty Evaluation Task Force Minutes for Nov. 7, 2016
Meramec Campus, BA 219L, 3:30 – 5:30 pm

Attendance: Emily Neal, David Shields, Becky Helbling, Doug Hurst, Dustin Sweet, Syed Chowdhury, Rita Pernik, Layla Goushey, Deborah Char, Ame Mead-Roach, Bob Thumith, Lonetta Oliver, Andrew Langrehr (co-chair), Jeff Papier (co-chair); Guest – Donna Zumwinkel (MC Counseling)

1. Approval of Agenda
   The agenda was approved, with one correction.

2. Approval of Minutes
   The minutes for the Oct. 26, 2016 meeting were approved, with one correction.

3. Consensus Building
   a. Counselors – Donna Zumwinkel (MC Counseling)
      In consultation with counseling faculty district-wide, Donna developed a list of job duties which captures how counselors actually spend their time. She placed these duties under the Teaching and Service components of the new evaluation system. Both the Task Force and Donna agreed that the counselors’ job duties fit well under these components. The counselors are holding a district-wide meeting this Friday, 11/11; Donna will share any feedback she receives regarding the list. The group invited Donna to attend future meetings as appropriate.

   b. Implementation of new system/Academic vs. calendar year
      The group reached consensus on moving the evaluation system to the academic year. Yet to be determined is whether faculty evaluations scheduled for January 2017 should be pushed back until the new system goes live, or whether there should be a “reboot,” meaning the first faculty to use the new system would be randomly selected. To help decide this question, Ame will share the faculty evaluation distribution list showing how many faculty members, by rank, are up for evaluation this coming calendar year.

      The IT piece was also discussed. Andrew will ask a person from IT to attend our next meeting. Several people noted the need for a simple, reliable digital system. Doug shared a conversation he recently had with a University of Illinois faculty member. UI found that when it switched to an entirely digital student evaluation system, only students who wished to complain submitted. It may therefore be best to continue with some paper-based system for gathering student feedback.
David reminded the group that using the same data sources for both formative and summative purposes is problematic. Per Administrative Procedures D2, promotion applications must contain “all evaluation forms,” including student evaluations. Thus no matter how formative in intent the new system is, it will still be serving some summative purposes. The task force thought that recommending changes in current promotion procedures language, so that not all forms were required, could help resolve this issue. In connection with this, it was noted that per the literature, student evaluations do not shed much light on teaching effectiveness.

Rita noted the need to clarify how many years back evaluation should go. Some deans interpret “current evaluation cycle” to mean only one year, rather than three.

c. Data sources

We will discuss data sources at our next meeting, including more clearly defining the sources we are considering. When the time comes to work on each individual data source, the most efficient way to proceed may be through use of subcommittees.

4. Communication of Task Force Progress

a. **FV Academic Governance Council – Dennis**
   
   Dennis communicated via email that his report to FVAC went well. He received a question about our implementation timeline.

b. **Future communication**
   
   Becky will update the HLC Criterion 3 subcommittee on Nov. 11; Jeff will update FPCAC on Nov. 28. The task group will continue to report out on its progress as appropriate.

5. Other

Lonetta asked whether SurveyMonkey worked well for us in August 2016. The group agreed that it had, and would be useful if we were to conduct additional surveys.

6. Topics for Next Meeting

Pushing back faculty evaluations vs. starting anew; conversation with IT person; data sources
7. **Schedule Next Meeting**

   Final meetings of the semester: Tuesday, 11/22/16, 3 - 5 pm at Forest Park. Friday, 12/2/16, 2:30 – 4:30 pm at Meramec. Rooms TBA.

8. **Adjournment**

   The meeting adjourned at 5:15 pm.