Faculty Evaluation Task Force Minutes for Fri. Feb. 24, 2017
Meramec Campus, BA 105, 1:30 pm

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

1. Approval of Agenda

   The agenda was approved.

2. Approval of Minutes

   The minutes were approved with two changes.

3. Governance/Gathering Faculty Feedback - Discussion

   ● Proposed system sent to CAC Chair by noon on Mar. 1
   ● CAC Presentation on Mon. Mar. 6 at 3 pm, Forest Park Cafe West. Attendance?
   ● Survey Monkey - send out Mar. 7. Keep survey open until after Campus Forums?
   ● Schedule Campus Forums - Week after Spring Break, Mar. 20 - 24
   ● Meet with Local Governance Councils - Mar. 27
   ● Lodge for voting at Apr. 10 CAC meeting. Agenda-setting meeting March 29.

   After discussion, the task force agreed to the following: we will provide CAC an update report at its Mar. 6 meeting. Prior to this meeting, Jeff will email the CAC chair a link to the text of the new evaluation system, so that it can be shared with CAC members. We will lodge the system at the Mar. 27 local governance council meetings. By doing so, the system will go to CAC, where it will be lodged at its Apr. 10 meeting. The locals should vote on the system at their Apr. 24 meetings. CAC should vote on the system at its May 1 meeting. While Jeff will present the report at the Mar. 6 CAC meeting, other task force members in attendance are of course encouraged to contribute as they see fit. Task force members from each campus will speak at their respective local meetings on Mar. 27.

   The group agreed to add two drop-down boxes to our Survey Monkey survey, one inquiring about faculty rank, the other about continuing vs. probationary status. Andrew and Jeff will ask Institutional Research (IR) to send all full-time faculty an email containing a link to the survey. In addition, they will find out whether IR can provide content analysis of the results. If not, there are STLCC faculty who might be able to do so. The email will be sent on Tues. Mar. 7, and will provide a link to the text of the new system, as well as task force members’ contact
information for faculty who have questions or concerns. We agreed that a reminder email should be sent on Fri. Mar. 10, just prior to Spring Break. We decided to keep the survey open until Mar. 19. However, since we are meeting again on Mar. 20 to review faculty feedback, this will not give IR enough time to prepare the survey results. Jeff will discuss this issue with Andrew. Due to time constraints, the task force will not be holding campus forums.

4. Preparation for Mar. 1 Deadline

- Frequency of Evaluation
- Faculty Evaluation System Narrative
- Student Evaluations
- Classroom Observations
- Self-Reflection Essays
- Dean’s Conference
- Probationary Faculty

The task force reached consensus on retaining the 5/3/1 frequency of evaluation. In addition, we agreed on edits to the faculty evaluation system narrative, the description of the conference with the dean, as well as the data source forms and/or instructions. Jeff and David will make the necessary updates.

We reached consensus on the frequency of student evaluations, which will be at least one class per semester. However, questions were raised as to whether the College has the necessary infrastructure to handle the large volume of evaluations which will be generated. This will need to be explored. We also reached consensus on classroom observations: there will be two per evaluation cycle, one by the faculty member’s dean, and one by a qualified person of the faculty member’s choosing, such as a peer, dean, department chair, program coordinator, etc. The selected individual does not have to be from the faculty member’s home campus. Our intent here is to simultaneously address the concerns of two groups of faculty: those who believe that deans should conduct classroom observations, and those who believe that only someone with content knowledge (whether dean or not) should do so. Regarding probationary faculty, we agreed that their yearly evaluation process will conclude with a letter from their dean identifying strengths in teaching and service, along with any areas in need of improvement.

5. Schedule Next Meeting

Our next meeting will be held on Mon. March 20, at Forest Park, from 3 – 5 pm. Room TBD.
6. Adjournment

The meeting was adjourned at 5:10 pm.