Minutes for Faculty Development Committee (FDC)

March 31, 2016 (1:00 pm, Adamson Hall)

**\*Minutes approved Aug 23, 2016**

Members present: D. Boldt, J. Carlisle, L. Connell, M. Fujita, C. Hendricks, M. Kassis, L. Howe, M. Mitra, and Allison Umminger

1. The minutes from the February 25, 2016 meeting were approved (with a spelling correction).
2. David Boldt was elected to be Chair of the Faculty Development Committee for 2016-17.
3. The next topic of discussion was the proposed revision of the section of the Faculty Handbook dealing with grievances (107.03). Louis Howe provided an update. He indicated that a subcommittee (Boldt, Howe and Sicignano) have been meeting to develop a draft proposal. This subcommittee has been reviewing grievance policies at other universities. A draft should be ready for the committee to review at the beginning of the 2016-17 academic year.
4. Mary Kassis discussed proposed revisions of the section of the handbook titled Instruments for Evaluating Teaching (103.06). The first topic of discussion was whether or not the Evaluation by the Department Chair form (on p. 27 of the Faculty Handbook) should still be required. A review of the questions revealed that this form really doesn’t focus on teaching quality. In addition, committee members discussed whether or not additional types of evaluation (such as peer evaluation) should be addressed in this section of the handbook. It was decided that any requirement for peer evaluation not be included in this revision. A sentence was added requiring that course instructors not be in a classroom while SEI forms were being filled out by his or her students. Language was also included which states that the SEI forms should be filled out by students sometime during the last two weeks of a course. In addition, a sentence was added regarding the use of the approved Student Evaluation of Teaching (SEI) instrument for online courses. Based on the discussion, it was decided that this section of the handbook should be divided into two sections: a student evaluation of instruction section and a chair’s evaluation of teaching section. It was also mentioned that the FDC will need to look at other sections of the handbook to make sure any edits are consistent. Mary and Cher agreed to continue working on revising this section of the handbook.
5. D. Boldt indicated that this would likely be the last meeting of the FDC for this academic year. The meeting adjourned at 1:55 pm