

COMMITTEE NAME: FAPC

MEETING DATE & TIME: AUGUST 15, 2017, 0945 - 1045

MEETING LOCATION: ROCK EAGLE SENATE RETREAT IP BUILDING

ATTENDANCE:

MEMBERS				“P” denotes Present, “A” denotes Absent, “R” denotes Regrets			
P	David Johnson (Chair)			P	Krystal Canady		
P	Ashley Taylor (Vice Chair)			R	Ji Seun Sohn		
P	Sarah Handwerker (Secretary)			R	Huaiyu Wang		
P	Hedwig Fraunhofer			P	Kell Carpenter		
P	Joanna Schwartz			P	Carrie Cook		
R	Tom Toney			P	Robert Blumenthal		
P	Linda Golson Bradley						
GUESTS							
	<i>Italicized text denotes information from a previous meeting.</i>						
	*Denotes new discussion on old business.						

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		Committee called to order at 0945.	
II. Approval of Agenda	Suggested agenda given in Senate retreat booklet.	No official agenda to approve; already given.	
III. Approval of Minutes	No minutes to approve.	No minutes to approve.	

IV. Old Business/Review of Actions/Recommendations			
1. SRIS Form	The current student rating of faculty form includes 47 items. Faculty members are encouraged to increase response rates from students on this survey. Due to the length of the survey, discussion about using the shorter 17 item form (produced by the same company) occurred. FAPC committee members discussed that use of a shorter form may encourage more participation from students.	Kell Carpenter made a motion for FAPC to recommend that the University use the short SRIS form instead of the long SRIS form. Joanna Schwartz seconded the motion. All committee members present voted unanimously to recommend the short form.	David Johnson will write the recommendation to use the shorter version SRIS form into a motion to be presented to ECUS and Faculty Senate.
2. Response Rates and Time for students to complete SRIS Form	As discussion on the SRIS form occurred, it was noted that pressure is on faculty to increase response rates. Issues with the form and response rates discussed included: surveys are given around time of final exams, surveys should not be weighted more heavily in evaluations than other items, a certain sample size is needed to make results valid, the faculty should not be responsible for getting enough students to complete the surveys, many variables can affect the validity of these surveys, low response rates should not reflect poorly on faculty. Discussion about the possibility of a staff member giving students time during a class to complete these surveys occurred. Discussion on the University finding other ways of administering the survey also took place. FAPC committee members agreed that the adoption of the shortened form could possibly increase response rates.	FAPC committee members unanimously decided that response rates could be evaluated after the adoption of the shorter form. If further recommendations are needed after evaluation, the committee can revisit the issues.	Suggest advertising the “New Shorter Form” when emailing students to complete the SRIS (if the shortened form is adopted).
3. Peer Teaching Evaluations	Discussion on peer teaching evaluations occurred. It was noted that a workgroup on this topic last year suggested this could be piloted with new faculty members and that evaluations should be done by two reviewers; suggestions for reviewers included one department faculty and one trained reviewer from the center for teaching and learning. More discussion occurred on if the reviewers needed to be from the same field as the faculty member being evaluated. Reservations that FAPC discussed in relation to implementing peer teaching evaluations included the following: the evaluation may be used in a summative manner and should be more formative, evaluators should be trained on how to perform these evaluations, a consistent form or way of evaluating is needed, and that only the faculty should receive the results and then determine how to use results.	FAPC committee members came up with the following possible recommendations: <ul style="list-style-type: none"> Two peers to evaluate – one from the department who is familiar with content and can serve as a consult; second from the center for teaching and learning or from another department possibly (both trained) Results given back to faculty that was evaluated; faculty member can then choose to include them in yearly evaluation for chair and in tenure materials if they desire Consistent form to be used 	Will discuss again at next meeting. Linda Bradley will check with Jeanne Sewell to see if any peer evaluation forms are available for review at the next meeting.

		<ul style="list-style-type: none"> Pilot program 	
4. Recap of Last Year	David Johnson did a brief recap of issues that were discussed during meetings of FAPC AY 2016-2017.	No actions or recommendations.	
V. New Business Actions/Recommendations	No new business was discussed during this meeting as the SRIS, Response Rates and Peer Teaching Evaluations were carried over from last year's business.		
VI. Next Meeting	Next meeting scheduled for Friday September 1 st from 2-3:15 PM.		David Johnson to notify committee members of location for next meeting.
VII. Adjournment		Meeting adjourned at 10:45	

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:

COMMITTEE OFFICERS:

ACADEMIC YEAR:

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Meeting Dates	Date 1	Date2	Date3						
Member Name 1									
Member Name 2									
Member Name 3									

CHAIRPERSON SIGNATURE

DATE _____ -

(Including this Approval by chair at committee discretion)