

# MUSOP Faculty Affairs Committee Meeting

<b>Subject</b>	<b>MUSOP Faculty Affairs Committee Meeting</b>
<b>Date and Location</b>	Thursday, January 31, 2013; 10:30 – 12:00, Dean’s Conference Room
<b>Attendees</b>	Lisa Frazier, Hasan Koc, Nicole Winston, Janet Wolcott (Chair), Glenn Anderson, Stephanie Anderson, Sherri Smith, Karen Barker
<b>Absent</b>	Eric Blough (Vice Chair)

## Minutes

- 1. Approval of Minutes – Minutes approved as submitted.**
- 2. New Business**
  - a. Review of committee responsibilities**
    1. Development of standardized evaluations for students of faculty teaching
      - a) Dr. Smith provided a discussion of the SALG (Standard Assessment of Learning Gains) instrument and offered the opportunity to SOP to pilot this instrument. This is a pre-and post- course survey with somewhat flexible construction in that the question stems are fixed but the options are adaptable. Drs. Frazier, Winston and Smith will form a sub-committee to evaluation potential for implementation at SOP.
    2. Development of standardized evaluations for faculty for peer evaluation of teaching (faculty peer evaluation policy)
      - a) There was a discussion of instruments currently used on campus (nothing standardized, but some departments/colleges have created mechanisms).
      - b) Dr. Frazier discussed the importance of incorporating a formative and mentorship component to peer evaluation.
      - c) Dr. Smith cautioned about the need to build in a way of protecting faculty from using formative evaluations as summative.
      - d) Dr. G. Anderson encouraged the committee to get feedback from SOP faculty on tools that they are familiar with and then evaluating whether there is the potential to be used positively and/or negatively. He stated that development of a policy on peer evaluation should come first and then development of a tool based on that policy.
      - e) Dr. Smith suggested using multiple tools with different formats and sections. Data can be gathered in aggregate to gain an idea of performance across the school.
      - f) Drs. Koc, S. Anderson, and Blough formed a subcommittee to develop a policy. A draft of the policy is due in April or May with approval by the end of July.
    3. Develop and implement a 1 year faculty development plan
      - a) Short term plans – organize faculty retreat the week of May 13<sup>th</sup>. Funds available for this event - \$10,000.00
      - b) A four year faculty development plan should be established by August.
      - c) Formulate plan for new faculty development which will be held in July.

4. Establish mechanism for receipt, review, and resolution of faculty issues (faculty grievance policy)

**3. Open Topic Discussion**

- a. There was a sidebar discussion of the committee's responsibilities with regard to the tenure and promotion processes and decisions. This discussion was tabled for a future meeting.

**Submitted on Thursday, February 21, 2013 by Karen Barker**