

# MUSOP Faculty Affairs Committee Meeting

<b>Subject</b>	<b>MUSOP Faculty Affairs Committee Meeting</b>
<b>Date and Location</b>	Wednesday, March 27, 2013; 12:00 – 1:00, Dean’s Conference Room
<b>Attendees</b>	Lisa Frazier, Nicole Winston, Janet Wolcott (Chair), Glenn Anderson, Stephanie Anderson, Karen Barker, Eric Blough, Sherri Smith, Hasan Koc
<b>Absent</b>	

## Minutes

- 1. Approval of Minutes – Minutes approved with one change.**
  - a. Dr. Blough stated that item 4a should read that he “contacted” instead of “met with”
- 2. Faculty Retreat Review**
  - a. Dr. Wolcott has been in discussions with several potential keynote speakers. She hopes to have a confirmation from Dr. Brenda Roman soon.
  - b. Agenda Review and Suggestions
    1. Dr. G. Anderson inquired as to whether there is a way to include time for course teams to work on their classes for new, incoming faculty.
    2. Dr. Smith suggested moving the team-building activities from Wednesday to Monday, then using time on Wed for course teams.
    3. Dr. G. Anderson stressed the importance of including time for faculty to interact socially to build collegiality
- 3. Monthly Faculty Development**
  - a. Monthly faculty development will be held from 12:30 – 1:15 on the first Thursday of each month (just before the faculty meeting). Dr. Wolcott will build a schedule and distribute
  - b. The suggested contact for building rubrics in Blackboard (Bb) is Karen McComas
  - c. Author Dee Fink recommended purchasing a book on team teaching in healthcare. Drs. Wolcott and Frazier will review and make recommendation to the committee.
- 4. Development of Standardized Teaching Evaluations by Students**
  - a. Committee consists of Drs. Koc, S. Anderson, and Blough. Dr. Koc was selected point person to get this process moving.
  - b. A draft of the policy should be developed before the ACPE visit in April. A solid draft of the policy and suggested instrument should be presented to faculty for approval in July with implementation in August.
- 5. Development of Standardized Teaching Evaluations by Peers**
  - a. Committee consists of Drs. Frazier, Winston, and Smith. Dr. Winston was selected as point person.
  - b. This initiative will follow the same timeline as above.
  - c. Dr. G. Anderson discussed what items should be addressed in the policy (Who, What, When, and How – format)
  - d. Dr. Smith clarified what information was needed from her office with regard to teaching evaluation for the ACPE visit.
- 6. Development of a 1-year Faculty Development Plan**

- a. This has been developed, but not codified. Dr. Wolcott will put actions that have been decided on in a document/plan format.
  - b. Dr. Smith reviewed a new Faculty Learning Community (FLC) that is being developed to focus on Scholarship of Teaching and Learning (SoTL).
- 7. Development of a Faculty Grievance Policy**
- a. Drs. Wolcott and G. Anderson will meet to get started on this initiative.
- 8. Meeting Adjourned**

**Submitted on Thursday, April 4, 2013 by Karen Barker**