

MUSOP Faculty Affairs Committee Meeting

Subject	MUSOP Faculty Affairs Committee Meeting
Date and Location	April 18, 2013; 10:30 – 12:00; Dean’s Conference Room
Attendees	Lisa Frazier, Nicole Winston, Janet Wolcott (Chair), Glenn Anderson, Stephanie Anderson, Karen Barker, Sherri Smith, Hasan Koc
Absent	Eric Blough

Minutes

- 1. Approval of Minutes – Minutes approved as submitted.**
- 2. Faculty Retreat Review**
 - a. Keynote Speaker finalized – Dr. Brenda Roman
 - b. Agenda Review and Suggestions
 1. Note addition of “Developing a Rubric to Assess Writing Assignments” session.
 2. The purpose of the Team Teaching session was reiterated as developing a format for consolidated and cohesive team teaching units.
 - a) Who will lead the session?
 - b) What format – workshop, panel, etc?
 1. Dr. G. Anderson suggested targeting Therapeutics I and II courses as they involve both departments.
 - c) To allow more time, Dr. G. Anderson suggested moving the Poster Presentation session to a monthly faculty development session. This should be scheduled before July 1.
 - d) Dr. Smith asked each committee member to email her a couple of sentences on what they think the main issues need to be addressed with regard to team teaching.
- 3. Book Recommendation**
 - a. Drs. Frazier and Wolcott recommended purchasing “Team Based Learning for Health Professions Education” for each faculty member.
 - b. Purchase approved.
- 4. Monthly Faculty Development**
 - a. Upcoming Sessions
 1. Library Resources – Dr. Stanton
 2. Item Analysis – Dr. G. Anderson
 3. WV PRN Program – Mike Brown (outside speaker)
 - b. Dr. G. Anderson gave an OSCE training and development presentation at the April faculty meeting.
- 5. Development of Standardized Teaching Evaluations by Students**
 - a. Dr. Koc presented an instrument that is currently being used by DPSR, which could be revised for use school-wide.
 - b. A draft policy was submitted to the committee for review.
 1. It was determined that the policy and instrument need more development before forwarding to faculty as a whole. In particular the instrument should be less focused on lecture format and more applicable to the MUSOP andragogy.

Dr. G. Anderson suggested development of a bank of questions that can be selected by faculty as they pertain to the teaching methods used within their classes.

2. Dr. Frazier suggested developing a plan for deployment including when to evaluate? Who is evaluated? Who collates results? Etc.
- c. Another meeting should be set for 2 weeks, Dr. Wolcott would like to be added to the subcommittee, Dr. Monica Brooks (University Libraries) should be contacted to discuss using standard university evaluations.
- d. Dr. Smith provided a synopsis of how service learning does a mid-semester focus group and survey to provide feedback to faculty in time to make course corrections.

6. Development of Standardized Teaching Evaluations by Peers

- a. Dr. Winston distributed a draft policy.
 1. Dr. Smith suggested clarifying who is responsible for selecting the peer reviewers and also clarifying that summative results are thoroughly explained in the procedures section.
- b. Dr. Frazier provided a draft of an observational tool.
 1. Dr. Anderson suggested using 1 form for formative and summative evaluations to help with benchmarking and documenting for P&T.
 2. Dr. Smith suggested including an evaluative summary statement and the end of the summative form and at the end of the formative feedback form to have a section for "recommendation" feedback.
- c. The subcommittee will work to finalize the forms to present to the committee at the next meeting.
- d. All documents from both subcommittees to be discussed at the next meeting should be sent to Dr. Wolcott at least 48 hours prior to the meeting.

7. Meeting Adjourned

Submitted on Tuesday, May 21, 2013 by Karen Barker