

# MUSOP Faculty Affairs Committee Meeting

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| Subject           | <b>MUSOP Faculty Affairs Committee Meeting</b>                                                                   |
| Date and Location | June 13, 2013; 2:30 – 4:00; Dean's Conference Room                                                               |
| Attendees         | Lisa Frazier, Nicole Winston, Janet Wolcott (Chair), Glenn Anderson, Karen Barker, Stephanie Anderson, Hasan Koc |
| Absent            | Sherri Smith, Eric Blough                                                                                        |

## Minutes

### 1. Approval of Minutes – 5/23/13 minutes approved as submitted.

### 2. Old Business

- a. Faculty Retreat
  1. Reviewed the evaluation results
  2. Suggested new topics
  3. Dr. Wolcott will touch base with Dee Fink about speaking next year.
  4. Budget was just under \$5,000.00. For next year, keep it under \$12,000.00
- b. Faculty Development
  1. Discussion of proposal to invest in the AACP Teaching Leadership Education Scholarship Program.
    - a) Cost is \$5,000.00 for first year with \$1,000 per year renewal.
    - b) Contains a preceptor module and topics are relevant to current MUSOP needs.
    - c) Has applications for the teaching certificate program.
    - d) Discussed ways to implement with good faculty participation and buy in.
    - e) Need letter from the FAC to Dr. Anderson recommending the purchase.
- c. Development of Standardized Teaching Evaluations by Students
  1. Review and discussion of the proposed policy
    - a) Minor wordsmithing revisions. Will be send to the Associate Dean to be put before the faculty as a whole at the next faculty meeting.
  2. Review and discussion of the proposed form
    - a) Minor wordsmithing. Motion to approve policy and form for submission to faculty. Motion passed.
- d. Development of Standardized Teaching Evaluations by Peers
  1. Review and discussion of the proposed policy
    - a) Discussion of the number of evaluations required and how often.  
**Consensus was to standardize for all faculty at one formative and one summative every three years.**
    - b) Discussion also of how to collect de-identified data for faculty development purposes.
    - c) Motion to approve peer evaluation policy for submission to faculty. Motion passed.

### 3. New Business – Deferred

### 4. Meeting Adjourned

**Submitted on Thursday, July 11, 2013 by Karen Barker**