Development and Evaluation Committee
Minutes from February 15, 2006

1. Old minutes were approved.

2. It was noted that two motions were passed last week at the faculty meeting; one involving the guidelines for administration of course evaluations, such as SIRs, and another involving guidelines for the composition of the Development and Evaluation Committee. Both motions passed with little if any discussion or disagreement. The final language for each of these items is provided below:

Guidelines for Administration of Course Evaluations:

The course evaluation instrument should be administered by an administrative assistant. If an administrative assistant is not available, another faculty member may administer the course evaluations. Instructors must not administer their own evaluations or ask students to administer evaluations for them. Evaluations should be completed at the beginning of a class period sometime during the last third of the academic term. The person administering the questionnaire should explain the importance of the questionnaire, ask students to remain quiet while evaluations are completed, distribute the form to the students, remain in the room while students complete the form, and return the forms to the appropriate office.

Changes to the Language Describing the Composition of the Development and Evaluation Committee

The Development and Evaluation Committee (DEC) is composed of five faculty members, all elected from among the faculty. Each division has one tenured representative, elected for a three-year term; terms are staggered across divisions. Each year an additional representative is also elected to represent the non-tenured faculty and librarians; this representative serves a one-year term.

3. Cynthia Logan was contacted earlier to clarify the guidelines for the administration of Interim course evaluations. Cynthia stated that Interim instructors may give their evaluations either while away from campus or once they return to campus. Cynthia also stated that Interim evaluations will be returned to both the instructors and to the department chairs. Thus, this matter is resolved.
4. New Business

The Dean has asked the DEC to consider how going to a 3-1-3 or 7 course teaching load will/should affect self-evaluations and the weighting of teaching, service, and professional growth. The current ranges are:

Teaching: 60-80%
Service: 10-30%
Professional Growth: 10-30%

The committee members feel that the faculty need to be surveyed again to explore this question. We discussed when and where to administer this survey. It was mentioned that a faculty meeting might be the best place, since a majority of faculty members would be in attendance. Paper surveys would guarantee anonymity more so than an electronic survey.

We are planning to give the surveys at the March faculty meeting.

It was decided that we ask faculty members (on the survey) to indicate an average or approximate weight for each of the categories – teaching, service, professional growth.

We are planning to meet again on Wednesday, February 22 to discuss the specifics of the administration and content of this survey.

The meeting was adjourned.