

## **UAF Faculty Development, Assessment and Improvement Committee Meeting Minutes for October 27, 2015**

I. Franz Meyer called the meeting to order at 2:05 pm.

II. Roll call & Introduction of Committee members

Present: Gerri Brightwell, Mike Castellini, Andrea Ferrante, Brian Himelbloom, Kelly Houlton, Steve Hunt, Duff Johnston, Chris Lott, Franz Meyer, Joy Morrison, Channon Price

Excused: Bernie Coakley, Candi Dierenfield, Diana DiStefano, Cindy Fabbri, Trina Mamoon

We were happy to welcome Mike Castellini back to our committee as our ex officio dean representative.

III. News on electronic Course Assessment Implementation Committee

Andrea reported that Blue has started for the courses ending in October. He recorded a You Tube video to show students how to use Blue to evaluate their courses. It will be linked to the Provost's page for Blue. Kelly asked if it could also be linked to Blackboard. Blue will open up on November 30 for two weeks for courses ending on December 14.

Andrea has presented on our switch to electronic course evaluations to the Faculty Senate and ASUAF. He has also asked Andrew Cassell to post the flier and You Tube video on Facebook and Twitter. This week's Cornerstone should have an article on Blue with links to the video and the Provost's webpage.

The ECAI Committee is trying to present information about Blue to all units and have most of them covered. Duff and Gerri will bring it up at the English Department meeting since it is a large department. Kelly presented to the Department of Developmental Education (another big department that includes a lot of rural-based faculty) at their department meeting

Promotion? He stressed that we must make electronic evaluations as visible as possible to improve response rates. Faculty can urge their students to participate by explaining how important their feedback is and how it is used to improve courses. As for T and P, we cannot compare apples and oranges. Each professor's course will still be compared with the university as a whole, but the wording in some units' criteria will have to be changed. Since this is not a Faculty Senate issue, it will need to be handled unit by unit (i.e. those units which specify a specific number on IAS scores). Franz will bring this up at the next

Administrative Committee meeting so the Unit Peer Committee can look into adjusting the numbers.

Andrea also stated that a sample paragraph regarding electronic evaluations that could be inserted into syllabi is being looked at by the Faculty Senate.

#### IV. Upcoming activities of the UAF Office of Faculty Development (report from Joy)

Joy reports that she has done a series of research-focused training on West Ridge. Next Tuesday from 1:00 – 2:00 pm will be some training for Blue in RASM 340 with her and Sally Skrip presenting. Andrea will also join them. There will be two sessions on using Faculty 180 this semester as well as two in the spring.

The Office of Grants and Contracts will offer training on Wednesday, November 11 from 9:30 to 10:30 am in the Vera Alexander room (O'Neill 201) on G-Create – a huge data base in which UAF has bought institutional membership. A user will put in a few keywords and in return get a list of all possible grant-funding sources. Joy has asked that they continue to offer this training on a regular basis.

Mike asked how taking faculty development to individual colleges/schools worked out. Joy explained that it worked very well for two colleges whose deans promoted and supported it, but did not work well enough for others for her to continue offering this tailor-made experience.

#### V. Upcoming activities by UAF eLearning & Distance Education

Chris asked us to refer to [iteachu.uaf.edu/events](http://iteachu.uaf.edu/events) to see the new consolidated calendar of faculty development offerings for OFD, eLearning and OIT. He also explained that eLearning is trying a new approach by offering workshops and open labs to get faculty started on exploring technology and other issues before they are teamed up with an Instructional Designer.

#### VI. Revisit and latest updates on UAF Faculty Senate bylaw modifications

We discussed our stance on voting committee members needing to be full-time faculty. What does it mean to be “full-time”? Suggestions included stating “tenured and tenure-track faculty” or simply “faculty”.

Electronic voting and proxy voting were discussed next and a motion was proposed and seconded to leave out mention of electronic and proxy voting so individual committees can decide what works best for them.

Regarding the “conflict of interest” issue, we decided it is too vague and should be left out of the Faculty Senate bylaws. Specifying what constitutes a conflict of interest usually results in a huge document. A motion to have it struck was proposed and seconded.

We discussed our own committee's proposed bylaws document further and Franz suggested that how members are appointed is essentially contained in the Faculty Senate document although not word for word. We also have a two-thirds vote requirement to change our committee bylaws that is not reflected in the Faculty Senate bylaws. We decided to keep this in our own document, but we did not suggest adding it to the Faculty Senate document.

It was pointed out that there are still some questions printed in our proposed bylaws that will need to be taken out.

#### VII. Discussion on status of the Faculty Mentoring Program

This item was tabled due to lack of time.

#### VIII. Other Business

##### a. Scheduling upcoming FDAI meetings

Franz will send out another Doodle Poll in order to determine the best meeting time for the spring semester. He will also try to find a different meeting date/time for our December meeting.

#### IX. Upcoming events

- a. Next admin committee meeting: 10/30/15
- b. Next FDAI meeting: 11/24/15, 2:00 – 3:00 pm

X. Adjourned at 3:04 pm. (Respectfully submitted by Kelly Houlton.)