**Evaluation Committee Minutes**

Wednesday October 27, 2010 Meeting

12:30 pm -1:30 pm

**Faculty Members Present:** Sharon Sutherland, Lynette Macfarlan, Laurie Walsh, David Ellefson Karen Martin Excused: John Cashell

Lynette and Laurie have completed the changes to the Evaluation forms. The revisions were based on faculty recommendations as well as the need to provide specific instructions throughout the evaluation process. Detailed instructions will now appear at the top of each form. The committee made changes to the Department Chairs’ forms at their request. The committee is also recommending that two signature lines for the faculty member and the VPAA/Dean be added to the Final Summary page. At the end of the evaluation process, the Final Summary page will be printed, signed by the appropriate parties and placed in each faculty member’s file. The VPAA or Dean will be responsible for reviewing and approving all evaluations. In addition, the committee is recommending the following evaluation percentage range.

 **5.00 - 4.70 Excellent**

 **4.25 - 4.69 Commendable**

 **3.00 - 4.24 Satisfactory**

 **2.0 - 2.9 Below Satisfactory**

**1.0 - 1.9 Unsatisfactory**

The above recommendations will be presented to faculty senate for approval at the November 19th meeting.

Dr. McFarlane has requested that Center Directors receive written comments from the IDEA Student Rating Form for adjunct faculty. The committee tabled this request until the next meeting.

Lynette and Laurie are working on the policies and procedures for the evaluation system.

The Personnel Committee is working on changes to the tenure process and will contact the committee when the process is completed.

Sharon Sutherland and John Ellefsen will meet next week to begin the process for the tenured non-teaching faculty evaluations .

***Submitted by Committee Chairs, Lynette Macfarlan and Sharon Sutherland***