

September 25, 2012
2:00 – 3:30 pm

Faculty/Administration Evaluation Committee meeting with Dr. Curtis

Committee Members:

Cindy Hyslop
Peggy Drussel
Janie Moore
Kathy Schwandt
Lynette Macfarlan
Stephanie Davis
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The purpose of this meeting was to show Dr. Curtis our evaluation process and get feedback.

Lynette reviewed the process and history with a PowerPoint presentation and the committee answered questions. Dr. Curtis was impressed with the Faculty Evaluation process and will follow up with Dr. McFarlane and Presidents Council.

The group discussed if the five-year review of faculty and was necessary because of our extensive yearly review. A bylaws change would have to be completed if we don't have a five-year review.

The committee discussed the Administrator Evaluation. This evaluation has not been completed for several years. Realizing that there is importance for a routine evaluation, but not sure if the committee should be designing such an evaluation. Dr. Curtis will review the information. A bylaws change would have to be completed if we don't due the Administrators Evaluation.

Mission Statement: This committee formulates criteria for and monitors the evaluation of supervisory and executive faculty and prepares and maintains forms and procedures for student, peer, and all other evaluations of teaching and administrative faculty.

Mike was contacted about a workshop for new faculty on the percentages used for the faculty evaluation.

October 3, 2012
2:00 – 3:30 pm

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Committee Members:

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Janie Moore
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Stephanie Davis

The committee discussed a backup person with programming knowledge for the Evaluation program.

Should the mission statement be revised?
Do we need the 5 year review?
Have evaluation process pass President Council.
Should committee be working on non-teaching evaluation?
How are non-teaching tenured faculty evaluated? (Library)
Grand total hasn't been changed.

Meeting with Dr. Curtis and Dr. McFarlane will be held on November 14. Cindy and Peggy will discussion the following:

1. 5 year review – is it necessary
2. Administrators Evaluation
3. Evaluation from Deans and VP – how should it fit into our evaluation
4. Evaluations from Deans and VP in a timely manner
5. Percentages on Faculty Evaluation

GRAND TOTAL

5 = Excellent

4 = Commendable

3 = Satisfactory

2 = Below Satisfactory

1 = Unsatisfactory

4.60-5.00 = Excellent

3.80-4.59 - Commendable

3.00-3.79 = Satisfactory

2.00-2.99 = Below Satisfactory

0.00-1.99 = Unsatisfactory