

April 29, 2013

Faculty/Administration Evaluation Committee

Attended: Stephanie Davis, Peggy Drussel, Xunming Du, Cindy Hyslop, Lynette Macfarlan, Janie Moore and Kathy Schwandt.

It was discussed at Executive Meeting that a reminder should be sent out about evaluation due date for Spring 2013.

Dr. McFarlane said the due date will be May 24.

Dr. McFarlane would like the following discussed in Fall 2013:

The committee needs to consider the following information. This semester we are getting several requests from different faculty members to hand out the student ratings earlier than scheduled.

This is because some classes apparently are not meeting regularly after certain dates for reasons of class structure. Administrative has always wanted this a little earlier. It would be a much more efficient process if we did all of these earlier than they are being done now.

It is not easy or efficient to distribute ratings forms to some classes earlier and some later. For next year, maybe there should be a discussion again about the timing of these. It would speed up the overall evaluation process if we could get these out and back earlier than we do now.