

September 14, 2011
Faculty/Administration Evaluation Committee

Attended: Xunming Du, Cathy Fulkerson, Cindy Hyslop, Lynette Macfarlan, Janie Moore, Laurie Walsh, and Mike McFarlane.

Not attended: John Cashell, Peggy Drussell, and Rick Thuemler.

- ✓ Setting up meeting dates for fall 2011
 - ✓ Some faculty want to know what the overall total percentage actually means.
 - ✓ Faculty would like to know where they stand comparatively with the rest of the faculty.
 - ✓ Figuring overall scores in evaluation.
 - ✓ Evaluation of administration for 2010-2011 – should we do it now.
 - ✓ The tenure-track evaluations (see attachments sent by Mike).
 - ✓ Review of observations of the current annual evaluation process.
 - ✓ Consideration of forms for classes in which IDEA does not work. (Example ½ credit classes, contract classes, etc.)
1. Committee will be looking at the rating percentage for the IDEA form. Question #12 should have been question #42 "Overall, I rate this course Excellent".
 2. Evaluations of administrators were not completed in 2010-2011. It was suggested that we do the evaluations in February 2012. Administrators to be evaluated are: John Rice, Sonja Sibert, Mike McFarlane, Lynn Mahlberg, Kris Miller, Bret Murphy, and Carl Diekhans. It was suggested to use the same evaluation as in 2009-2010. The evaluation was conducted by using Survey Monkey. The questions from the survey will be reviewed before using again.
 3. Percentages need to be completed for 2011-2012 by October 15. Deans and VP will review percentages and then changes have to be completed by October 18.

By October 15, proceed to the online evaluation site. You will need to set your weight components for the coming year's evaluation. Start at the arrow that says, "START HERE." After clicking on the pencil at "START HERE," you will be taken to the page where your weights are entered. You will fill out the "role weight" box at the top, then the individual "component role weights" in the next set of boxes.

The weights must be approved by your supervisor, and this will be completed by October 28, when the site will be locked.

At the bottom of this page where the role weights are entered, there are now also two dialog boxes, one for "Reflections" and one for "Goals."

By October 15, complete your entries for these two boxes. As per the instructions accompanying the boxes, the reflections/response relate to last year's performance and evaluation. You fill this box out. Your goals are for the coming year, and to some degree should be based on the reflections/response. These two boxes will then become the entries for the first two boxes of final form that will be on your annual evaluation at the end of the year. (These were blank last year because these are to be filled out in advance of an evaluation year, and we could not do that last year.)

Don't forget to hit the "SAVE" button at the bottom of the page.

4. Contact Susanna Door to remove PowerPoint from evaluation committee website and "ATTENTION: The 2011-2012 form is not yet ready for use". Changes are in progress.
5. Committee will review the GBC Faculty Evaluations for 2011-2012 forms and check numbers and "The starred (*) items are required for a satisfactory score".
6. Review the tenure and non-tenure track faculty evaluation rating to reflect NSHE's code.

Next meeting October 12, 2011 from 8:30 – 10:00