

Faculty Evaluation Committee Meeting

Jan. 09. 2013

10:00-10:40 AM

Present: Cindy Hyslop, Peggy Drussel, Dr. Curtis, Janie Moore, & Cathy Fulkerson

The co-chairs of committee met with Dr. Curtis in his conference room at Berg Hall to continue the discussion regarding administrative evaluations. Cathy provided all participants with a copy of the updated evaluation information that will be used for evaluation in Survey Monkey.

Members discussed issues of concern voiced by staff/employees. The issues of concern to the committee were multiple evaluation completions by one staff member, anonymity of participants in the survey, and staff concerns regarding retribution if they complete the survey. Cathy also voiced that staff without GBC e-mails will also need to be able to complete the surveys.

The issue of confidentiality and anonymity was addressed. Cathy will set up a web link to the survey, however, it will not require log in through the college to complete and can be completed from any computer.

Employees without an e-mail will have the opportunity to complete the survey through the Academic Success Center computers with the assistance of Cathy and Janie. An interpreter will also be available. This will ensure these employees have the opportunity to complete the survey.

The committee felt that GBC staff would not complete the survey more than once due to time issues and also it is expected that the staff would be professional and provide constructive criticism. There is no retribution or discipline possible for comments made by the staff toward their administrator per NSHE and no way to track who has or has not completed the survey.

Cathy explained how the survey information will work and how it loops to the beginning if staff needs to evaluate more than one administrator. It was suggested that the survey be posted for three weeks around Spring Break. All starred items will be required on the survey, however, questions with comments will not be required.

Cathy will post and e-mail to staff regarding the evaluation and Dr. Curtis will announce the coming of the survey web link on Jan. 15, 2013, during Welcome Back Address. Dr. Curtis will encourage participation and announce that results will be discussed in the fall.

Upon completion of the meeting with the committee, Cindy and Peggy met with Mike McFarlane about his request to develop a different staff evaluation for the library personnel. It was determined that research needs to be done in the matter, job description needs to be discussed with library director, and locate information on how other librarians in the college system are evaluated.

Mike will check with Western to see how their librarians are evaluated and Cindy will do some research online regarding evaluations. Library staff will have input into what is needed for the evaluation, as well as, the director. Mike will work with the staff to find out what is needed exactly. The issue will be readdressed once more information is obtained.