**Evaluation Committee Meeting Minutes**

December 4, 2013

In attendance: Stephanie Davis, Lynette Macfarlan, Frank Sawyer, Mardell Wilkins, Sarah Lino, Heather Steele, Hang Nguyen

1. Revising the Administrative Faculty Evaluation Process
	1. Update from Heather and Mardell
		1. Evaluation Sub-committee has been meeting frequently to work on Evaluation Form.
		2. Discussion of how to score Administrative Faculty Evaluation
			1. Lynette explained the ‘Role Weight Ranges’ on the Teaching Faculty Evaluation Form
			2. There is a question about whether or not Administrative Faculty need to use ranges on their evaluation.
		3. Sarah brought examples of Admin. Faculty Evaluations from other colleges.
		4. Heather has been working with Frank Daniels on how to score the evaluations.
		5. Evaluation should include a ‘reflection box,’ and an option to upload documents
		6. There are mixed feelings about whether or not Admin. Faculty want to include peer reviews as part of their evaluation.
		7. If roles change throughout the year, need the ability to be able to change the weights on the evaluation if necessary.
		8. Due to Merit Pay, Evaluations need to be completed by supervisors by July.
			1. May need to time address concerns or issues on the Evaluation.
2. Adjunct Evaluations
	1. Sarah and Heather brought examples of Adjunct Faculty Evaluations from other colleges.
	2. Heather indicated that some colleges have a departmental evaluation form for adjuncts, and other colleges use the same evaluation as tenure track.
	3. There is a question about who is accountable for making sure adjuncts are evaluated every 5 years.
	4. Assessment Committee may work with Eval. Committee on integrating Course Assessment into the Adjunct Evaluations.
	5. Tabled this item until February when Evaluation Form is further along in completion.
3. Adjust Assessment Role in the Evaluation Process
	1. Instructors who do not teach general education courses cannot receive above a Satisfactory in the Assessment Role. Mike approved the changes. Frank Sawyer is working on the revisions.

Next Committee Meeting: 9:00am, February 5, EIT 201