**Evaluation Committee Meeting**

**April 23, 2013 9:00am – 10:00am**

In attendance: Lynette McFarlan, Stephanie Davis, Heather Steel, Clint Kelly, Sarah Lino, Hang Ngyuen, Janie Moore

1. Administrative Faculty Evaluation Process Update
	1. Evaluation has passed Faculty Senate and President’s Council.
	2. The sub-committee will do a pilot of the evaluation this summer.
	3. They will have training session/workshop in July so goals can be set by Aug. 15.
2. Adjunct Evaluations - Janie
	1. Adjunct Teaching Committee has been discussing adjunct evaluations.
	2. Heather, Beth Clifton and Sherry Sanchez are 3 committee members who are adjuncts and full-time GBC employees.
		1. They would like to include mentoring in some form in the evaluations.
		2. They would also like instructional feedback.
	3. Other committees will need to be involved in re-writing the adjunct evaluation process:
		1. Enrichment Committee (perhaps training in instructional methods?)
		2. Assessment Committee
		3. Department Chairs
	4. FERPA, Sexual Harassment Awareness and Active Shooter training will all be done on Lecture Capture so adjuncts who can’t attend can watch the recording.
	5. In accordance with the results of the survey, a “Welcome Back” for adjunct faculty will be given on Monday before classes start.
		1. 45 minutes for all adjunct faculty
		2. 45 minutes for all new faculty
		3. Dr. Curtis will do a short classroom management workshop.
	6. Other suggestions for the adjunct evaluations:
		1. Need to include more than just classroom observations
		2. New evaluation needs to be more objective
		3. Need to be able to combine into one signature instead of multiple
		4. Need to ensure tracking system is working
		5. Need to have a follow-up evaluation in the following semester to work with adjunct faculty who have weaknesses etc., in order to see if recommendations were implemented.
		6. Could use the Teaching Role from full-time faculty evaluation as a model
		7. Perhaps have the adjunct faculty fill out comments before evaluation takes place
		8. Need to decide how to evaluate faculty teaching in more than one department, and full-time faculty teaching in another discipline
		9. Need to figure out if we can embed the evaluations into the new People Soft system.
	7. Still waiting to hear from Dr. Curtis about whether or not he wants to send out the survey for VP’s and Deans, and if someone other than Cathy Fulkerson can collect them.
	8. There is a possibility that all classes will be evaluated through an online link.
	9. Action: In the fall, check with Dept. Chairs to see what they would like to see in an adjunct evaluation.
3. Field Work Evaluations
	1. Need to figure out who needs a separate evaluation
	2. Nurses are concerned about the scores being part of merit pay calculation.
	3. Need to involve Dept. Chairs as well.

Next meeting: Fall 2014