**Evaluation Committee Meeting**

**September 3, 2014 11:00am – 12:00pm**

In attendance: Lynette McFarlan, Stephanie Davis, Clint Kelly, Mardell Wilkins, Lora McCarty. Visiting: Janie Moore. Absent: Hang Nguyen (out of town)

1. Adjunct Evaluations – Janie Moore
	1. Needs to be updated
		1. Too subjective
		2. Needs clarification of several parts and an online update
	2. Updated form will be electronic
	3. There are quality matters and eNcore issues to consider
	4. Adjunct Faculty will have to complete a course assessment if the class is not taught by full time faculty member.
	5. Brandis can pull 2 questions from the IDEA form from each adjunct to use for assessment. This is feasible since it only needs to be done every 5 years.
	6. The adjunct faculty committee will have a sub-committee working on this and will coordinate with the evaluation committee.
2. Teaching Faculty Evaluations – Stephanie Davis
	1. Need to create new step-by-step instructions for this year’s evaluation
	2. Need to check and see if Frank Sawyer can change the narrative box instructions
	3. Do we need to have college-wide training for this year in October and January on how to properly complete the evaluation, or will the new instructions suffice?
	4. Faculty need to be reminded to upload documentation and their assessments into the evaluation.
	5. The evaluation form needs to be changed to meet merit requirements, and to be more in line with the Administrative Faculty Evaluation.
		1. A Sub-Committee will be formed to decide on how to proceed. Options are:
			1. Keep the existing format and make the necessary changes outlined by Mike, then create a new document (Excel?) so the evaluation can be modified in the future if necessary, or
			2. Model the evaluation after the one created by administrative faculty (who modeled theirs after teaching faculty). Use the existing Excel document as a template and make necessary changes to make it applicable to teaching faculty. Use the policies and procedures document for administrative faculty as a template and modify as necessary, or
			3. A possible third option?

Next meeting: October 1, 2014