

*The Faculty Evaluation Review Subcommittee shall review the Faculty Evaluation Model regularly and strive to clarify the existing document. The subcommittee shall make recommendations to the Faculty and Institutional Affairs Committee regarding any changes in the written document and shall respond to all requests for alteration of the document or its underlying philosophy.*

### **Minutes**

Faculty Evaluation Review Subcommittee  
September 06, 2022

<https://uncp.webex.com/meet/mary.jacobs>

Or Join by Phone: +1-415-655-0001 US Toll  
Access code: 734 841 630  
Host PIN: 7114

Members in attendance : Jennifer Wells, Nursing, (at Large, 2024)  
Scott Cohen, Accounting (SBS, 2024); Mary Ann Jacobs, AIS, Chair (LETT 2024); Aaron Vandermeer, Music (ARTS, until 2023); Irina Falls, Education (EDUC, until 2023) Polina P. Chemishanova (Digital portfolio administrator); Holden Hanson, FS Chair 2022-2023.

Members absent: Kennard DuBose (CHS, until 2023)  
Dennis Edgell, Geology & Geography (NSM, until 2023)

- I. Call to Order - The meeting was called to order at 3:35 pm.
- II. Adoption of the Agenda - The agenda was approved with the addition of a vote for Secretary in New Business and with the addition of Dr. Chemishanova to the membership of the committee.
- III. Approval of Minutes from April 5, 2022 – The minutes from April 5<sup>th</sup> were approved by acclamation.
- IV. Chair’s Report - The Chair had no news to report except that Dr. Hanson would attend the first meeting and discuss a new issue around Student Evaluation of Instruction Reports (SEIs).
- V. Old Business
  - a. The committee will refer the paragraph about the attendance at professional conferences and workshops to FERS during the 2022-2023 Academic Year. – the committee will review this paragraph at the next meeting in October.
  - b. The committee will refer the paragraph beginning “University service is evaluated when possible by results” to FERS during the 2022-2023 Academic Year. - the committee will review this paragraph at the next meeting in October.

List of potential topics for review in FERS AY 2022-2023

1. Rename and reorganize (OAA website) Evaluation forms. – the committee will delay this reorganization to a later date.
2. Single form PEC Requests (PTR different) – the committee will delay this form development to a later date.
3. SEIs: Consider whether SEIs should be distributed to courses with low enrollment (Provost decision 08/29/2022). Consider limit (or unlimited) on the comments section. – the Chair of FERS will ask the Chair of the SEI ad hoc Committee if they are already working on this issue and Dr. Chemishanova and the Provost will continue to meet with IR on this issue.

VI. New Business

Signatures Expectations - Language that refers to the signature of the candidate should be removed for the Faculty Evaluation model especially in the Faculty Handbook.

Typical Calendar of events – Faculty Evaluation model – The Faculty evaluation model needs adjustment. We will take this up in the October meeting to clarify what if any action the FERS committee might take on the evaluation model timeline.

VII. For the Good of the Order – none.

VIII. Announcement

– none

IX. Adjournment – The meeting was adjourned at 4:56 pm.