

Faculty and Institutional Affairs Committee

Tuesday, April 18, 2023, at 3:30 p.m.

WebEx (<https://uncp.webex.com/meet/kelly.charlton>)

join by phone (415) 655-0001 (meeting number/access code 733 115 810)

Meets the 3rd Tuesday of Each Month

The Faculty and Institutional Affairs Committee (FIAC) will consider the following matters: all matters relating to faculty, economic aspects of matters of concern to the Senate and its other committees; recommendations in areas of University business affairs as they affect educational policies, and of long-range projections and planning for the total development of the University; issues of environmental concern for the campus community including those related to health and sustainability.

Committee Members:

Kelly Charlton (Chair)

Dennis Edgell (Chair, Faculty Development and Welfare Subcommittee)

Mary Ann Jacobs (Chair, Faculty Evaluation and Review Subcommittee)

Gaye Acikdilli (Chair, Health, Safety and Environment Subcommittee)

Gerald Neal (Senator)

Porter Lillis (Senator)

Tracy Vargas (Senator)

Jennifer Whittington (Senator)

James Hudson (Senator)

Tim Anderson (Senator)

Scott Billingsley (Associate Vice Chancellor for Academic Affairs)

Position Vacant (Vice Chancellor for Advancement)

Gabriel Eszterhas (Vice Chancellor for Finance and Administration)

AGENDA

- I. Call to Order
- II. Approval of Minutes from March 21, 2023 ([Appendix A](#))
- III. Approval of Agenda
- IV. Report from the chair
- V. Reports from Administrators
 - a. Vice Chancellor for Finance and Administration, Gabe Eszterhas
 - i. No report
 - b. Vice Chancellor for Advancement, Steve Varley
 - i. No report
 - c. Associate Vice Chancellor for Academic Affairs, Scott Billingsley
 - i. No report
- VI. Reports from Subcommittees
 - a. Faculty Development and Welfare, Dennis Edgell
 - i. Brief Report
 - b. Faculty Evaluation and Review, Mary Ann Jacobs
 - i. Changes to the handbook regarding description of SEI use ([Appendix B](#))
 - ii. The SEI committee recommends the following (Approved 23 February 2023 by the Student Evaluations of Instruction Committee)

- iii. The SEI recommends a Non-Guaranteed Anonymity Statement should accompany release of Student Evaluations of Instruction for any surveyed course with 3 or fewer registered students.
 - 1. "Note that for courses with low total enrollment, the anonymity of your responses may not be as complete as it would be in a larger course, even though student names are never attached to the results."
- iv. The SEI recommends a Small Sample Size Statement should accompany release of Student Evaluations of Instruction in either of the following circumstances:
 - 1. A course with 3 or fewer registered students -or-
 - 2. A course that received 3 or fewer SEI responses
 - 3. The SEI committee recommends that the Small Sample Size Statement (outlined below) should be given to PEC, Chairs, and anyone who has a role in evaluation:
 - a. "Student Evaluations of Instruction are instrumental in allowing students an opportunity to provide feedback on the effectiveness of course instruction. However, Faculty, Department Chairs, and other administrators should interpret evaluations with small sample sizes with caution, as small sample sizes reduce the power of the feedback and increase the likelihood of skewed or non-representative feedback. In other words, evaluations with low response rates should not be used as the primary measure of teaching effectiveness in the faculty review process, including but not limited to, Annual Evaluations, Promotion and Tenure decisions, and conferment of Teaching Awards. A comprehensive evaluation of teaching effectiveness should include student feedback, peer observations, evaluation of instructional materials and learning management systems (e.g. Canvas), and instructor self-reflections."

c. Health, Safety and Environment, Gaye Acikdilli

i. Brief Report

- VII. New Business
- VIII. For the Good of the Order
- IX. Announcements
- X. Adjournment

The next meeting will be September 19, 2023
(first meeting of the 23/24 academic year)

Appendix A

Faculty and Institutional Affairs Committee Meeting Unapproved Minutes

Tuesday, March 21, 2023

3:30 pm Via WebEx

Members present:

Kelly Charlton (Chair), Dennis Edgell (Chair, Faculty Development and Welfare Subcommittee), Mary Ann Jacobs (Chair, Faculty Evaluation and Review Subcommittee), Gaye Acikdilli (Chair, Health, Safety and Environment Subcommittee), Porter Lillis (Senator), Tim Anderson (Senator), Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Tracy Vargas (Senator), Jennifer Whittington (Senator), Gabriel Eszterhas (Vice Chancellor for Finance and Administration)

Members absent:

Steve Varley (Vice Chancellor for Advancement), Gerald Neal (Senator), James Hudson (Senator)

Guests: None

- I. Call to Order 3:30
- II. Approval of Minutes from February 21, 2023 **Approved by acclamation.**
- III. Approval of Agenda **Approved as amended, by acclamation.**
- IV. Report from the chair
 - i. No report
- V. Reports from Administrators
 - a. Vice Chancellor for Finance and Administration, Gabe Eszterhas
 - i. Brief Report – no action items
 1. Village apartments - It will not be economical to remediate the buildings and the goal will be to demolish. We can expect a lengthy timeline on this process.
 2. UV light upgrades on campus - State grant funded
 - a. UVC being installed inside the air handling units for buildings for viral control.
 - b. Near UV lights and air purifiers being installed inside classrooms for bacterial and viral control
 3. One time funding allowed for Disc golf path upgrades, Hawk Walk upgrades will be submitted for one time funding support in the Fall of 2023.
 - b. Vice Chancellor for Advancement, Steve Varley
 - i. No report
 - c. Associate Vice Chancellor for Academic Affairs, Scott Billingsley
 - i. No report
- VI. Reports from Subcommittees
 - a. Faculty Development and Welfare, Dennis Edgell
 - i. No Report
 - b. Faculty Evaluation and Review, Mary Ann Jacobs
 - i. No Report
 - c. Health, Safety and Environment, Gaye Acikdilli
 - i. No Report
- VII. New Business - Nothing to report
- VIII. For the Good of the Order - Nothing to report
- IX. Announcements - Nothing to report
- X. Adjournment 3:50 p.m.

Appendix B

From Crystal Walline Chair of the Committee on SEI (page 85 2023 Word Version) Student Evaluations of Instruction

All teaching faculty (full- and part-time faculty, Department Chairs, and administrators who teach) are evaluated by students using the Student Evaluation of Instruction (SEI) ~~Form~~ form. Although student evaluations by themselves do not provide sufficient information to validly judge a faculty member's performance as a teacher, and are documented to be susceptible to bias, they do contribute to the overall faculty evaluation process. The data are summarized in a Student Evaluation Report.

Full-time and part-time faculty, teaching graduate or undergraduate courses, are evaluated during each semester of each academic year. The Senate of the Student Government Association and the Faculty Senate must approve the ~~Student Evaluation of Instruction Form~~ SEI form. A department may add up to five supplementary items or scales to this form without approval from the Senate. Alternatively, a department may develop a substitute ~~Student Evaluation of Instruction Form~~ SEI form in lieu of the general form. The Senate of the Student Government Association and the Faculty Senate must approve any alternate forms.

Student evaluations of instruction are conducted using an online survey. Students and instructors receive an automated email to their UNCP account when the survey opens. In the email, students are provided a link and instructions for how to complete the survey and the amount of time they have left to complete it. Students have two weeks to complete the SEI evaluations. The invitation to complete SEI's is sent out at 6:00 am the Monday two weeks before exam week and is closed at 5:59 am on the Monday of exam week. Instructors of face-to-face classes are encouraged to set aside 15 minutes of time in class for students to complete the survey online during which the instructor is not to be present.

Student evaluation of graduate instruction follows the same procedures as in undergraduate instruction using the Student Evaluation of Instruction instrument. In addition, graduate courses are evaluated using the Graduate Course Analysis (GCA) form following procedures approved by the Graduate Council and the Faculty Senate. These procedures can be found in the Graduate Faculty Handbook. Data from the ~~analysis of graduate courses~~ GCA form are not used in faculty evaluation but instead are used for program improvement and accreditation purposes.

A quantitative summary of the ratings in each course as well as a transcript of student comments are prepared as soon as possible. The faculty member being evaluated must not receive any report on his or her evaluations until grades for the current semester have been submitted. ~~Note that student evaluations by themselves do not provide sufficient information to validly judge a faculty member's performance as a teacher, and all parties involved in faculty evaluation are cautioned to avoid placing undue emphasis on individual student comments, which may not reflect majority opinions. The SEI completion rate in each course should also be taken into account by all evaluators when weighing the numerical data summary. When sample sizes are relatively low, the data in general should be viewed with extreme caution; evaluators should look more for trends over time than for particular target scores. Additionally, Chairs, Deans, and Peer Evaluation and other committees are reminded that SEI instruments nationally have strong, documented evidence of racial, gender, and other biases, and must be used extremely carefully. † our instruments have not been normalized for validity and reliability.~~

After grades have been submitted, the faculty member and Chair receive the quantitative summaries and the student comments. The Department Chair prepares the Student Evaluation Report, based on both undergraduate and graduate student evaluations of instruction. It provides quantitative summaries and individual comments given by students and is included in the annual Chair's Evaluation Report.

Approved 23 February 2023 by the Student Evaluations of Instruction Committee

