

Faculty and Institutional Affairs Committee Meeting Approved Minutes
Tuesday, April 18, 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 March 21, 2023 **Approved by acclamation.**
- III. Approval of Agenda **Approved as amended, by acclamation.**
- 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
 1. Brief discussion - committee continues its work on previously noted issues – most progress made on ombudsman survey. The intention is to send out beginning of fall semester – perhaps near Brave’s Kickoff – committee believes it is ready for Fall 2023 distribution.
 - 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.”

Brief discussion – Faculty Evaluation and Review support SEI committee’s changes on low enrolled courses (3 or fewer students/responses).

The SEI ad hoc committee reports to FERS, going through Senate structure. Individual campuses have been asked to pause any SEI changes until system office can evaluate and implement their changes.

Motion to accept changes to Faculty Handbook as presented by Faculty Evaluation and Review by Tim Anderson, seconded by James Hudson, approved by acclamation.

Discussion on need and difficulties to get SEI participation.

Discussion of the SEI Small Sample Size Statement for courses with 3 or fewer students OR 3 or fewer submitted SEI. D

Discussion on where the statements should go; IR when SEIs go to students; on the IR website where faculty download SEIs, on webpage for faculty on AA website – for Chairs, PECs, and Deans, Faculty Handbook.

Motion to recommend that IR include the statement of non-guaranteed anonymity in courses with 3 or fewer students by Tim Anderson, seconded by James Hudson, approved by acclimation.

Motion to recommend that the statement the issues with small sample sizes in courses with 3 or fewer students by on IR's website or otherwise associated with SEIs, with the understanding that Faculty Evaluation and Review will be working on incorporating this as part of evaluators' duties by Tim Anderson, seconded by James Hudson, approved by acclimation.

- c. Health, Safety and Environment, Gaye Acikdilli
 - i. Brief Report
 - 1. Gaye Acikdilli reported that the last meeting was April 3rd and that there are no meeting notes as there was no secretary. Brief discussion on encouraging students over 16 to wear bicycle helmets. There is no clear recommendation at this time.
- VII. New Business - Nothing to report
- VIII. For the Good of the Order - James question – about length of committee appts
- IX. Announcements – This is the last meeting of the year – Dr. Kelly Charlton will chair next year.
- X. Adjournment 4:12 p.m.

Respectfully submitted by Porter Lillis