

**Minutes of the Faculty Evaluation Review Subcommittee (FERS)  
Faculty and Institutional Affairs Committee (FIAC)  
UNCP Faculty Senate  
February 1, 2011**

**Members Present:** Elizabeth Denny (chair), Mary Jean Braun, David Dran, Wendy Miller, Frankie Denise Powell, Margaret Trueman, Aaron Vandermeer

**I. Call to Order**

Dr. Elizabeth Denny, Chair of the Faculty Evaluation Review Subcommittee, called the meeting to order at 3:34 p.m.

**II. Approval of Agenda**

Agenda was approved unanimously.

**III. Approval of Minutes from November 2, 2010**

Minutes were approved unanimously following a minor correction.

**IV. Old Business**

- A. Ratification of changes in Section 4-7.A voted on by e-mail in November after the November 2 meeting. This additional change was needed to be consistent with changes to Section 5-3.C.3 voted on and unanimously passed at the November 2 FERS meeting. (Vote: 6-0-0).
- B. Student Evaluation of Instruction Revision: We returned to our discussion begun in November regarding the need to create one student evaluation of instruction form that can be used to evaluate all courses taught at UNCP: face-to-face, online, hybrid, and lab. We continued to develop a new SEI using a draft created by FERS in 2008-2009 and rejected by Faculty Senate in March 2009.

We noted that the current participation rate for students completing an online SEI at UNCP is less than 10%--whereas there is an 80-90% participation rate in face-to-face courses; it is difficult to motivate online-only students to complete the evaluations. We recognize the importance of continuing the paper and pencil method of evaluation in face-to-face courses rather than moving to an online evaluation model if we are to maintain a high participation rate on student evaluations in face-to-face courses.

Within our discussion of how we might devise a document that is specific enough to be useful and yet general enough to work for all disciplines and delivery methods at UNCP,

we examined two online class evaluation forms from NC State University. These forms included optional/additional sections containing questions pertaining specifically to distance learning and labs/lab courses. We agreed that it would be useful to consider including such questions on our SEI.

Future action: We will continue to tweak the language on our current SEI draft and devise new questions for distance learning, hybrid, and lab courses.

- C. Previous Chair Annual Evaluations: Although we intended to discuss tenure/promotion review and PEC access to previous chair annual evaluations, we ran out of time; we concluded our meeting before addressing the issue.

## **V. New Business**

None.

## **VI. Announcements**

None.

## **VII. Adjournment**

The meeting was adjourned at 5:09 p.m.

Respectfully submitted,

Wendy Miller  
Acting Secretary