

## **Minutes for Regular Meeting of Faculty and Institutional Affairs Committee**

Thursday, January 16, 2003

3:30 PM, Room 251, Chavis University Center

Present: Dennis Edgell, Beth Maisonpierre, Kay McClanahan, Jesse Peters, John Reissner, Sara Simmons, Liz Normandy, Irene Aiken, Jean Sexton.

Excused: Glen Burnette, Neil Hawk, Bill Gash

**1. Call to Order/Roll Call:** The meeting was called to order at 3:30 by Chair Maisonpierre. Minutes taken by Dennis Edgell. New FIA member Irene Aiken was welcomed.

**2. Approval of Minutes:** The Minutes of the November 21 meeting were approved.

**3. Approval of Agenda:** The agenda, which had been e-mailed, was circulated, and approved. Copies were available on the FIA website.

**4. Reports from Administrators:** None

**5. Reports from Subcommittees:**

### **A. Faculty Evaluation Review Subcommittee.**

Jean Sexton reported on FER's commendable work on the Student Evaluation of Instruction form, and the rationale for new items on the student surveys. Beth Maisonpierre noted that there already was an updated form available. Not all faculty/departments use, or even know about the new form, thus the discussion of the exact details of FER's suggestions were postponed until FER determines the official status of the new form. FER will poll departments and get a copy of the form used in each department.

FER has also been working on clarifying the guidelines for Tenure and Promotion. FIA requests that FER continue to work on formalizing the guidelines at their future meetings.

### **B. Faculty Development and Welfare Subcommittee.**

Sara Simmons reported on the FDW issue of faculty workload policy. FIA recommends that faculty and departments work together to standardize a policy on reassigned time that is equitable. Although no formal recommendations were issued, FDW will continue to study the issue, and determine with

more clarity what steps need to be taken to create a rational policy.

## **6. Old Business:**

Consideration of Evaluation of Administrators by Faculty

FIA members had researched the administrative hierarchy and mission statements of their assigned divisions in preparation for the meeting. Sample evaluation statements were circulated. After much discussion, it was agreed that a more simplified version of the evaluation form should be utilized.

John Reissner made a motion, seconded by Irene Aiken to be taken to the Faculty Senate that:

**It is the right of any employee of the University,  
to examine a digest of any evaluation taken on their behalf.**

After discussion, it was voted unanimously that such a statement should be in the Faculty Handbook.

As time allotted for the meeting ran out, FIA members were assigned to continue working on the new forms for the next meeting. Mission statements are to be streamlined. John Reissner recommended that active language be used in all evaluation statements.

**7. Adjournment:** The meeting was adjourned at 5:05 pm

Respectfully submitted,

Dennis Edgell, Secretary in Rotation

Beth Maisonpierre, Chair