

UAF Faculty Development, Assessment and Improvement Committee  
Meeting Minutes  
October 13, 2014

I. Franz Meyer called the meeting to order at 3:00 pm.

II. Roll call and Introduction of Committee Members

Present: Bill Barnes, Diana DiStefano, Cindy Fabbri, Andrea Ferrante, Mark Herrmann, Brian Himelbloom, Kelly Houlton, Duff Johnston, Chris Lott, Franz Meyer, Debu Misra (visiting), Channon Price, Leslie Shallcross, Amy Vinlove

Excused: Trina Mamoon, Joy Morrison

III. Welcome of Faculty Senate President-Elect Dr. Debu Misra

It was a real treat to welcome Debu to our meeting. He explained that he is trying to gauge where we stand as faculty and where we are going by visiting all standing and permanent Faculty Senate committees as well as some sub-committees. In particular, he is looking for where committees may be stalled and would like to assist them in moving forward. He meets with Provost Henrichs twice a month and will make sure that issues are heard.

IV. Summary of activities of the Office for Faculty Development

Since Joy is currently traveling for the Teaching Professor Technology conference, she sent a brief email regarding the three remaining events for October:

Oct 14 is the Fulbright folks visit. They will talk to both students and faculty interested in a teaching or research scholarship abroad. RASM 340, 1-2 pm

Oct 21 is the mentoring lunch for all new faculty and their mentors

Oct 28 Walter Crary, the new veterans' affairs officer, will talk about the needs of vets returning to university. We have so many that this new office was created.

Joy also states, "I am interested in finding teaching faculty to attend the Feb 20-22 Lilly West Teaching Conference. Because my budget for the year is already gone I am taking a month of Leave Without Pay next May and will put the savings back into the budget."

V. Report by UAF eLearning & Distance Education on recent faculty development activities

We happily welcomed new ex-officio member Chris Lott to our committee, and he shared a handout summarizing the eLearning and Distance Education's recent faculty development efforts. He articulated their top three challenges: 1) how to reach all faculty members; 2) how to inform them of faculty development opportunities; and 3) how to get

faculty members to commit to the necessary timeframe for both short- and long-form development sessions. Franz stated that he believes the FDAI committee should determine how to support eLearning and Distance Ed in their faculty development efforts. Chris added that they are trying to overcome the image that they are only providing development for e-learning and distance courses. Since eLearning and Distance Ed will be moving into the Bunnell building in May, their closer proximity will certainly help. Parking issues for students needing to test in a proctored setting will be an issue, so they are looking into what options may be available to students. Chris noted that one option is to move away from proctored exams.

Debu voiced concern that some faculty that have developed distance and/or online courses did not have their work valued by deans or colleagues. The Provost has asked that faculty increase the amount of online offerings in the future. Chris noted that developing online courses is a considerable amount of work, and while it does not work for everyone or every course, the work that goes into such development should be recognized and valued for what it is.

Franz asked us to focus for the next few months on how we can support and promote eLearning's efforts regarding faculty development.

#### VI. News on the establishment of a sub-committee on Electronic Course Evaluations

A sub-committee of the FDAI committee will be formed to create new questions and formats for electronic course evaluations to pilot in spring 2015. The sub-committee will consist of volunteers from FDAI along with a few people outside our committee so that all types of course deliveries will be represented. This sub-committee will report to FDAI at our monthly meetings. Franz will send out an email to the FDAI committee to ask for more volunteers and to ask what types of courses each volunteer has experience in teaching. Volunteers so far include Duff Johnston, Kelly Houlton, Andrea Ferrante and Franz Meyer. The sub-committee will need to be chaired and will follow the same common guidelines as other Faculty Senate committees. The new vendor (eXplorance/Blue) will provide a sample of their forms and questions. In addition to developing new questions, the sub-committee will also look at how to implement the pilot in the spring and will look at any kinks that may arise and how to fix them.

Debu pointed out that "evaluation" should be associated with a faculty member's peers while "opinion" should be associated with students. There was some discussion on this as on the one hand, students are not qualified to evaluate their professors, while on the other, students' assessment of instruction are very helpful for faculty in revising their courses. We also discussed the issue of low response rates. Andrea pointed out the importance of creating an awareness of how helpful and important student assessment is and how it is used by faculty. Franz added that the new vendor was recommended in part because of their proactive process of helping institutions address low response rates.

#### VII. FDAI Committee mission and bylaws

Faculty Senate has asked that all committees develop or update their mission statements and bylaws and send them in for review so that identified bylaws common to all committees can be stated up front. Each committee will then list any specific bylaws under their particular section without having to restate all the common bylaws. In addition, common themes will be identified and separated among the committees accordingly. Franz will start an online discussion comparing our committee's mission statement and bylaws with the other committees so we can help identify any overlap. He will also be seeking input on such questions as: 1) who can vote; 2) what is a quorum; and 3) how are absences dealt with?

Debu added that we should gather faculty members' thoughts on Faculty 180. He also asked if our meetings were open, and if so, our agendas should be posted online. Franz will talk to Jayne Harvey about this.

#### VIII. Other Business

No other business was discussed.

#### IX. Upcoming Events

- a. Next FDAI meeting: 11-10-14 at 3:00 pm
- b. Next Administrative Committee meeting: 10-24-14
- c. Next Faculty Senate meeting: 11-3-14

IX. Adjourned at 4:05 pm (Respectfully submitted by Kelly Houlton.)