

# CFC Meeting Minutes

September 6, 2017, 3:30 in the Forum Room, BTC

Rick Barker  
Michael Averett  
Gloria Dye  
Karen Garrison  
Linzi Gibson  
Kristen Grimmer  
Danielle Head  
Rik Hine

Alex Klaes  
Rodrigo Mercader  
Linsey Modellmog  
Kara Kendall-Morwick  
Tony Naylor  
Michael O'Brien  
Holly O'Neill  
Leslie Reynard

RaLynn Schmalzried  
Jason Shaw  
Jennifer Wagner  
Cherry Steffen  
Ye Wang  
Kerry Wynn  
Corey Zwikstra

I. Call to Order at 3:30

II. Election of Secretary – Dr. Linzi Gibson Nominated and Approved

III. Introductions (Name and Department)

IV. May 3, 2017 Minutes Approved

V. Division Reports - None

VI. Committee Reports - None

VII. New Business - None

VIII. Discussion

A. Summary SIR-II Data and Tenure/Promotion/Third-Year Review

- Electronic surveys save lots of time, instrument was not very good
- SIR-II give normative data, quick feedback, not easy to compile data
- Created a standardized way to organize SIR-II data
- Deans, chairs, faculty have different access (i.e. chairs can access whole department, individual faculty can access only their courses).
- CFC Discussion
  - Students don't always fill out the SIR-II, does this influence a P&T decision?
  - Do departments have to change their standards for P&T based on the way this data is organized? – Likely no, this data is in addition to what you'd present to CCPT
  - Evaluation takes a lot of time for students to complete and they lack the motivation to complete it.
  - Faculty are not always clear what a "good" score is, how the comparative mean is calculated, etc.
  - What's the weight of this document for merit?
  - Can we get information about the response rates at the university level?
  - Any suggestions to motivate students would be helpful.

B. Annual Faculty Evaluation Forms

- Chairs retreat, brought in outside consultant

- Chairs are dissatisfied with 3 choices on evaluation form (satisfactory, needs improvement, unsatisfactory)
  - Chairs want to recognize exceptional work from faculty members
  - Professional development committee may take a look at the forms and look to improve them
- C. Faculty Office Hours
- We don't have a standardized number of hours across departments
  - Virtual vs. face-to-face office hours
  - Office hours vs. by appointment
  - "You can book me" is a great tool to schedule and track office hours
  - D2L has a good chat function for online meetings
  - Again, this could be an issue for the professional development committee
- D. CEP Updates
- HS instructors teach equivalent courses for reduced tuition, supervised by our faculty
  - Instructors must have a Masters in the area related to what they're teaching and 18 graduate hours of study
- E. Working with Admissions Staff
- Feedback for the new admissions director?
  - There needs to be more structure to tours, faculty meetings, etc.
  - Individual meetings are not efficient. Can we get groups of students together?
  - Not enough notice for campus visits
  - Summer meetings can be tricky
  - We need to educate admissions about what each program has to offer (They don't always know about the requirements for the various programs, like auditions for certain music programs).
- F. Ideas for Upcoming CFC Meetings
- Participation of faculty in faculty governance (not just electronic meetings)
  - Quick turn around for grades due (changed from Wed. to Tues. without much notice)
  - Faculty satisfaction survey results
  - More data from evaluations (from university-wide level), increasing response rates

IX. Announcements

- A. Faculty Success Groups: Major Maps (Due September 11)

X. Adjournment at 4:50 pm.

Next CFC Meeting: October 4 at 3:30 in the Vogel Room