

**Faculty Affairs Committee / Prepared by Mary Virnoche, Chair, Faculty Affairs  
Report from Meeting of March 6, 2013**

The Faculty Affairs Committee meets 12:30-1:30 Thursdays in BSS 402.

Committee Members Present: Nancy Dye, Stephanie Burkhalter, Mary Virnoche (Chair), George Wrenn; Guests: Brandon Schwab (Course Evaluation Task Force)

**Course Evaluation Instrument Revision and Vetting**

The task force completed their research and work on developing a revised instrument for course evaluation. Two members of the task force, Nancy Dye and Brandon Schwab, met with Faculty Affairs to discuss the revision. Two task force members (Jayne McGuire and Marisol Rincon-Cortes) could not attend the meeting. The committee was very supportive of the new instrument and offered a few suggestions for changes.

Nancy Dye will make those revisions and draft a resolution to accompany the instrument for consideration by the Senate Executive Committee on March 25. At the same time, Nancy will distribute the latest version to the Deans/Chairs for college-based discussions the last week in March. A task force representative will be at each college meeting to collect input. The task force will consider those suggestions, along with the Senate's April 1 comments, before making any additional changes and bringing it forward for a second reading and vote.

**Update on Electronic RTP System Decision Progress**

Noah Zerbe and Colleen Mullery met on March 6, 2014 with IT staff to make decisions about an electronic RTP vendor.

**Faculty Development Coordinator**

Faculty Affairs has been working with Radha Webley (ODI), Laura Hahn (current new faculty orientation program coordinator), Tasha Souza (Past faculty development coordinator) and Bob Snyder (Provost) to draft and revise a position description and organizational location for a Faculty Development Coordinator. We have a working draft that needs some final changes and then we need the Provost's final approval. We will bring that forward to the Senate Executive Committee and the Senate as an information item at the March 25 Senate Meeting.

**Identification of Student Respondents to Course Evaluations**

Benjamin and Colleen met to discuss how to proceed. Benjamin is taking the issue to the CFA to get direction on whether we should address this on the campus level or whether the CFA would prefer to make a system-wide response.

**Tentative Agenda For Faculty Affairs Meeting of April 3**

1. **Appendix J -- Teacher Effectiveness and Achievement Gaps.** Adjust requirements so faculty are asked to report on achievement gaps and provide evidence on their work to address those gaps.

2. **Identify Verification for electronic RTP** ... reviewing Appendix J to see if we need changes to allow all letters to remain digital throughout the process. We want to avoid the process of printing out letters, signing them, and the scanning them back in to an online system.

**Constitution & Bylaws Committee: Report for March 11, 2014, Senate Meeting/**

Prepared by Richard Bruce, Chair, Constitution & Bylaws Committee

Committee Membership: Richard Bruce (chair), Jeff Abell, Ken Fulgham, Jeremy Shellhase,  
Steve Tillinghast

The CBC meets Thursdays at 4pm in NHE 115.

February 27 - Bruce (chair), Abell, Tillinghast

- Continued to review relationship between GF President and Senate Chair and discussed ideas to separate them, beginning with the GF *Constitution* text. Current discussions have the GF president elected by all faculty/lecturers as a representative, as well as a vice president and secretary/treasurer. Draft text prohibits the GF president (as an *ex officio* Senator) from holding some positions in the Senate, namely vice chair and third officer of the Senate, to prevent that person from potentially assuming dual roles of GF president and Senate Chair.
- Discussed more about the suspension of the Campus Climate Committee (CCC).

March 6 - Bruce (chair), Abell, Fulgham, Shellhase

- Discussed the CCC suspension and resolution resulting from SenEx meeting on March 4. Summary of decision: after discussion pertinent issues, suggested that though there may be tasks pertinent to the CCC as written in the *Bylaws* (and could serve a purpose outside of the original list of duties), there is likely not enough consistency and many issues could be addressed by an *ad hoc* committee or a task force.

March 13—No Meeting - No Agenda