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Faculty Affairs Committee Minutes of the Academic Senate 2014-01-30

University of Dayton. Faculty Affairs Committee

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Minutes for the Faculty Affairs Committee of the Academic Senate

January 30, 2014

In Attendance: Linda Hartley (chair), Katie Willard, Carissa Krane, Harry Gerla, Emily Hicks, Ralph Frasca, Leslie Picca, Abdullah Alghafis, Tony Saliba, Yong Song, Patrick Donnelly (ex-officio)

Absent: P. McGreal, R. Mosser, Jamie Ervin, Joe Watras, Eric Taglieri

Meeting called to order at 12:02 by Linda Hartley

Minutes of the previous meeting were approved after minor corrections by Leslie Picca. Motion to approve the corrected minutes by T. Saliba and seconded by E. Hicks was unanimously approved.

Student Evaluation of Teaching (SET): L. Hartley presented the most recent draft of the Senate SET proposal and requested comments. ECAS is presently soliciting feedback on the document and will subsequently decide the next step in the approval process.

The following were the major concerns listed by sections in the SET report.

Administrated Recommendations

2. The SET survey will be made available to students ten weekdays prior to the last day of classes each semester. The survey will be closed to student access on the last day of classes for that semester.

T. Saliba questioned how this might apply to courses that do not run the entire semester. There was discussion on whether the wording should be changed to last day of the course rather than last day of the semester. There was some concern as to how technology might support courses that end on different dates. L. Hartley said she would ask UDIT how they might handle this. T. Saliba recommended the document could be revised to consider special cases.

E. Hicks wondered why the document states “weekdays” rather than just “days.” L. Hartley indicated she would inquire about this.

4. The new SET instrument proposed by the SET committee should be adopted.

With regard to the confidential statement under the student instruction, P. Donnelly suggested that the statement on anonymity be moved to the beginning of the instructions. He also suggested that it be reworded as to be consistent with FERPA.

Implementation:

After an extended discussion on appropriate wording and the appropriate inclusiveness of committees and administrators who could review and use the evaluations, there was general agreement on the following changes.

1. ~~Data access and use of~~ SET results will be made available to the individual faculty member, his or her department chair, his or her dean, and other administrators (e.g. provost, LTC staff) who need such information as part of their job functions. In addition, the Instructor SET report will be made available for T&P and merit review purposes based upon ~~current~~ Unit/Department approved policy, procedures, and bylaws.
2. Unit and Department policies, procedures, and bylaws will be utilized to address how the scores and written responses will be reported, and what aspect of the results are used. ~~by administrators and tenure and promotion committees.~~
3. A two-year phase-in period will be used whereby all faculty will use the new SET instrument in addition to a small selected number of items from the ~~current~~ (previous) SET which are typically used for evaluative purposes (these items could vary per unit, but should not exceed 8 additional items). ~~Tenure-track faculty in their 2nd-5th year who have been utilizing the current SET may continue to use a select number of old SET items approved by their unit.~~ All faculty will use the new SET upon unit roll out. The ~~old~~ (previous) SET items will be deleted from the new SET instrument after a two-year phase-in period. Until the two-year phase-in period is completed, no customized SET items may be used per unit or department.

Rationale: Tenure-track faculty in their 2nd-5th year who have been utilizing the ~~current~~ (previous) SET may continue to use a select number of old SET items approved by their unit.

P. Donnelly suggested that the Faculty Handbook will have to be revised so that it is compatible with the SET proposal. E. Hicks indicated that the document numbers must also be revised.

The meeting was adjourned about 1:05.

Respectfully submitted,

Ralph Frasca