*Minutes*

December 15, 2014 at 11:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Erin Harrel | X |  |
| Dr. Theo Koupelis |  | X |
| Dr. John Meyer | X |  |
| Dr. Mary Myers | X |  |
| Dr. Laura Weir | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Discussion of the two-hour training for classroom observation given by Dr. Linda Serro on December 9, 2014**
   1. Comments?
      1. Helpful
      2. Dr. Meyer felt that since we worked on our tool during the meeting that Dr. Serro felt that it is a good instrument
      3. Dr. Serro’s presentation brought up additional meetings beyond just the classroom visit for the classroom evaluation process
      4. To show that we are about improvement, it will be important to have professional development activities showing the actions of effective teachers identified by the deans. Possibly a panel discussion.
         1. The problem with the panel is losing the interaction and engagement between the faculty and the student
         2. In the past, FSW Online taped faculty interaction with students and presented it at a panel discussion
         3. FSW has a part-time videographer and it would be useful to have a segment of a lesson
         4. FSW Online may be able to get a schedule together at the end of the spring term
         5. Deans could pick out those faculty who have not presented professional development activities in the past
2. **Final grade/late grade procedure and discussion**
   1. The faculty senate executive committee mentioned that they are being reminded too often that their grades are due
   2. Milana sends out the missing grades report before finals start and Dr. Wright asked her to postpone the report
   3. Moving forward, a message will be sent from the Registrar’s office reminding faculty when final grades are due
   4. Deans and program coordinators call faculty who are missing grades on the day grades are due
3. **Discussion of syllabus “approval” process**
   1. The faculty senate executive committee spoke with Dr. Wright about syllabi approval
   2. Dr. Wright prepared a statement about syllabus “approval”
   3. Do we give faculty the time to correct their syllabus for the current term or by the next term?
   4. Department chairs like the opportunity to approve the syllabi
   5. Some institutions never approve syllabi
   6. If items are missing from the standard syllabus, department chairs/program coordinators or directors/associate deans ask for corrections and if the faculty member does not comply, then it is the dean’s responsibility to follow-up
   7. There are two places in the faculty evaluation handbook that discuss syllabi approval and the criteria can be used for faculty evaluations
   8. Some department chairs are not getting responses once they ask a faculty member to make corrections to a syllabus
   9. There needs to be a consistent deadlines for updates to the syllabi
   10. Recommendations were made to Dr. Wright for updating the “approval” statement
       1. There was discussion about departmental guidelines for syllabi deadlines
       2. Dr. Wright will follow-up and send the statement to the deans for final review
4. **Spring 2015 course cancellations**
   1. Some deans have cancelled classes and some have not
   2. Some are still hoping classes will fill
   3. We have increased average class size by .5 students
   4. Twelve (12) or more students in a class are required for spring enrollment with some exceptions
   5. Dr. Wright will address Independent Study courses in the future
   6. FSW has the highest overload and adjunct pay in the state
   7. Deans need to proceed with cancellations for the spring
   8. The payment drop date is January 5
   9. Dr. Wright is not sure if the classes with 8 or 9 students will increase to 12
   10. Will the COP for Class Cancellation be updated soon?
       1. The Class Cancellation and the Scheduling COP were updated 6/27/14
5. **Other items**
   1. Michelle will reschedule future VPAA meetings

Next meeting is Tuesday, January 6, 2015 at 10 AM in I-122