*Minutes*

June 9, 2015 at 10:00 a.m. in U-202B

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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. Theo Koupelis |  | X |
| Dr. John Meyer | X |  |
| Dr. Mary Myers |  | X |
| Dr. Laura Weir |  | X |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from May 12, 2015**
	1. Dr. Collins shared correspondence with Dr. Wright regarding website updates and staff bios issues with IT. She also shared correspondence about student /graduate achievement being posted on our website.
2. **Incomplete Grade discussion**
	1. Dr. Alford has issues with the incomplete grade process
		1. Deans does not know when an incomplete grade is assigned and what exactly is required to finish the course
		2. Examples of faculty being confused about what is needed for successfully completion
		3. No formal process for what needs to be done and no clarity for the student
	2. Dr. Alford shared some ideas on creating a new form with clear directions for incomplete grades
		1. List of what needs to be done
		2. Deadline
	3. Should faculty assign an Incomplete without approval from the dean?
	4. If faculty can assign an Incomplete, do they have to complete paperwork?
	5. Dr. DeLuca uses a “record of incomplete” form
		1. The staff assistant follows-up with the process
	6. Before the implementation of the “Record of Incomplete” form, a grade of “I” may have been issued without justification. Since implementation, the number of “I” grades issued has decreased.
	7. Michelle will get a count of how many Incompletes were issued in spring
	8. What about changing a grade past the deadline?
	9. In the School of Business and Technology and the Division of Academic Success and Learning Resources, Dr. Meyer and Dr. DeLuca ask for justification whenever a faculty member changes a student’s grade
	10. Michelle will get a copy of the Change of Grade form for possible revision
	11. Dr. Wright indicated there need to be a policy changes for Incomplete grades and the Academic Standards Committee may need to be involved
3. **New Faculty List for Fall 2015**
	1. Humanities was changed to mass communication/journalism
		1. This position may not be available in fall
	2. Remove humanities from the list
	3. Add one more Nursing opening
4. **Faculty evaluation plan and Portfolio process time table**
	1. There is a statement in the contract that faculty have 5 working days to respond to the evaluation
		1. The time of when the five days will be will have to be determined in the future
	2. Most faculty sign the contract at the end of the conference with the dean
	3. The purpose of the second five days for faculty review is for any feedback from the VPAA
		1. Dr. Wright feels that the second 5 days is the most important
	4. Figure 2, matrix will be a topic of discussion for the faculty
	5. Faculty will have the opportunity to provide a self evaluation
	6. The SEI will not have a composite score for individual faculty sections but there will be average response rates by course and for the entire college
	7. Ideas will be given to faculty to encourage students to complete the SEI
	8. The classroom observation needs to be included in the portfolio
	9. All faculty have to do Appendix B and non-portfolio faculty complete G
	10. Those on continuing contract will record LOG results in Appendix C
5. **Other items**
	1. None

Next meeting is Tuesday, June 23, 2015 at 10 AM in I-225