

FACULTY AFFAIRS COMMITTEE MINUTES

DATE: September 18, 2019

TIME: 12:30 p.m.

LOCATION: Sanders Hall Conference Room

Members Present: James Gadberry, Susan Owen; Teresa Wanbaugh; Will Davis; Lisa Brizendine; Jennifer Wolfe; Bill Wilkes

Members Absent: Sean Busick; Kim Roberts; Amanda Branscombe; Debbie Keiley; Dave Fitzsimmons; Lionel Wright

Dr. Gadberry convened the meeting of the FAC at 12:30 p.m. on September 18, 2019 in Sanders Hall Conference Room. Minutes were distributed and accepted.

Dr. Gadberry updated the committee on the progress of work on course evaluation response rates. Dr. Gadberry and Jennifer Wolfe met with a focus group of four students last spring to gather their thoughts and experiences with the course evaluations. A summary of the findings are as follows:

- Most students find out about availability of the evaluations through their professor.
- Email notifications are not the most effective way of notification.
- The evaluation is long and time-consuming.
- Suggestions regarding increasing response rates:
 - Offer extra credit
 - Coupons for off campus businesses, movies, etc.
 - Coupons for on-campus services such as printing, coffee, bookstore, Food Fite
- Suggestions regarding the structure of the instrument:
 - Make it shorter
 - More open-ended questions
 - Perhaps use a different evaluation for traditional, DL, and blended courses
 - More questions about instructor
 - Make it available longer (past finals)
 - Make it grades available when the evaluation is completed
- Suggestions regarding notification of the availability of the evaluations
 - Emergency text
 - Facebook
 - Instagram
 - WhatsApp
 - You Tube tutorial
 - Reminder and link on student account page
 - Reminder from Reminder 101 (independent from the university)
 - General Comments

- Students would like more feedback from faculty

Dr. Gadberry then distributed a list of suggestions from research gathered by the FAC a few years ago. The suggestion list mirrors the results of the focus group. Committee members many questions about the evaluations:

- How are they used?
- Why don't we get the answers to the narrative questions?
- Do the questions really reflect what we do?

The discussion then turned to the proposed Policy Committee. Dr. Gadberry clarified that the committee would just have oversight of all policies university-wide and the committee would be responsible for tracking policies through the entire process. There was concern that currently it is difficult for faculty to determine what changes have been made to an existing policy or to new policies approved by the Senate. FAC committee members discussed issues and ideas related to the Policy Committee and the "Policy on Policies." A recommendation to the Senate regarding the Policy Committee is on hold until more information is gathered.

Dr. Gadberry briefly mentioned the Professional Development work the committee plans to discuss in the future.

Meeting was adjourned.