

**Faculty Council Minutes: 11/13/15 • 3:00-4:30 • Boardroom**

Attendees: Hyla Rosenberg, Sheila Broderick, Lee Imonen, Jessica Alvarado, Jody Anderson, Brian Nichols, Brooke Taylor, Russell Shitabata, Phil Moore, Jim Salt, Jennifer Frei, Steve McQuiddy

**Co-chair Business**

Approved minutes of 10/23/15 meeting with two changes: 8 Yea, 0 Nay.

Changes are as follows:

- “Accreditation does not put as many restrictions on evaluations as some would have it.”
- “Should have a cores set of common questions, just a few (a possible range of 2 to 5 was discussed).”

**Current Topics**

**Student Evaluation Instrument**

--Discussed using for just this Fall the digital eval. instrument straightforward as a transposition of the paper/scantron instrument.

--Discussed making the evaluation instrument available to all with the ability to prune/remove questions from previous instrument and add questions of each faculty member's own devising. Also discussed whether it was possible to track rate at which old questions were retained or pruned (Russell Shitabata has emailed Joseph Colton a question on this).

--Discussed low return rate and incentive problems involved in digital instruments, including the potential problem of incentives skewing the results.

--Discussed issue of FC never actually having made a decision to go digital.

--Discussed an idea from Counseling regarding the use of a “yes/no evaluation” participation question that must be answered by students before seeing their grades, this creating an intentional mechanism and reducing the skewing effect of incentivizing.

--Discussed only doing evals. for those who must be evaluated this term and make paper evals available for those who want it, as well as giving other faculty the option to turn on the eval. instrument.

--Discussed why paper system ended: no more paper and the machine not fully functional or up to providing consistent results.

--Discussed default of having the eval. instrument turned off with faculty having the option to turn it on.

--FC members expressed concern about the inconsistent application of the formal eval. process and how this digital method may introduce more inconsistency in terms of level/number of actual student responses. One FC member gave an example of an online class in which only a single student did the evaluation.

--Discussed proposal that was moved and seconded: For this term, Fall 2015, setting the default disposition of the instrument to off, moving to the online eval. instrument using the previous questions with an option to amend (removing and/or

adding questions), turning the system on for faculty having need to be or required to be evaluated this term vis-à-vis COPPS, with faculty having a paper option and other faculty having the option to turn the eval instrument on for their classes.

--During the discussion phase of the motion, FC discussed how to implement a paper alternative and the trickiness of limited department resources. During the discussion phase, FC also discussed the integrity of the implementation to ensure and respect FC's authority over the evaluation instrument.

Voted for the following amended motion, **10 Yea, 0 Nay**:

We adopt an online system for evaluations for Fall term, and that it consists of the same 12 questions used previously in evaluations with the option for faculty to either remove or add questions at their choosing, that the admins turn on the mechanism for all those required to be evaluated under COPPS ["All courses (not sections) for each instructor will be evaluated once a year in a random, rotating system where all classes and sections will be evaluated over time."

<http://bit.ly/1NRyDCs>], and also that the instrument be turned on for any faculty who choose to be evaluated, and that faculty may choose an alternative paper method of their devising if they're so inclined, and the default position of the mechanism is off.

### **Council, Committee, Team Reports**

--LCCEA reported on a disagreement with the college regarding the listing of vacant positions, where the college is choosing not to report positions that have been vacated by retirement, death, etc., and LCCEA contending that the arbitration of last year upholds a listing of such positions as vacant, not off the books.

### **Division Reports**

--Counseling was told at a meeting that an MOA had expired and it appears that future vacancies would be rolled into new Academic Advisor positions.

-- Speech and Communication Studies reported on a misunderstanding regarding the appropriate enrollment caps for Winter term that was eventually resolved.

--Executive Dean talked about the process for input for future positions and what will or won't be filled.

--LCCEA noted that administration said it will this time provide a list of what's approved and why in relation to the stated criteria, which list has not been forthcoming in the past.

--Lee Imonen proposed the following as a future topic for a Faculty Council Forum: Vacancies and hiring processes, including timelines and how decisions are made.

--Steve McQuiddy encouraged all FC members to ask their colleagues what they'd like to see in the way of future topics for a Faculty Council Forum.