Faculty Development Committee Minutes

September 18, 2002

Library CAL, 1200 Noon

Members present were: Kevin Woller (Chair), Sally Emmons (Chair elect), Keith Martin, Phil Sample, Elizabeth vonBuchwald,

Member absent was: Myra Haulmark

Old Business

None

New Business

The Chair for the Faculty Development Committee for SY 2002-2003 was elected by acclamation: Sally Emmons

The Secretary will be Beth vonBuchwald

Mission statement for the Faculty Development Committee:

A motion was made and seconded to add the words “and evaluation” to the mission statement as follows:

The purpose of this committee is to investigate, plan and implement faculty and staff development activities in order to provide opportunities for the enhancement and evaluation of teaching and professional skills. The committee will meet at least twice during each of the spring and fall semesters. The committee will submit recommendations to the Academic Council. The Instructional Design and Development Specialist will be a voting member of the committee.

The motion was seconded and was carried 5-0.

Faculty Evaluation Methods briefly discussed. No motions at this time until the charge is received from Faculty Senate.

New Faculty Orientation: Brief discussion re: success of most recent new faculty orientation. Phil Sample suggested that this committee plan to continue to refine new faculty orientation and that it be included in the charge from the Faculty Senate.

Other issues to be included in the charge from the Faculty Senate:

- Plan for general faculty get-together campus wide at the beginning or end of each school year.
- Consider a poll of faculty to evaluate the need/desire for faculty parking availability.
- Evaluate usage of the CAL and consider recommendation for ongoing modification of offerings available.

Next Meeting

Topics for next meeting: Will be dependent upon receipt of the charge from the Faculty Senate. TBA pending the receipt of the charge from the Faculty Senate.

Submitted by Elizabeth vonBuchwald, Secretary
Faculty Development Committee Minutes

April 3, 2003

Baird Hall, 1200 Noon

Members present were: Sally Emmons (Chair), Myra Haulmark, Keith Martin, Phil Sample, Elizabeth vonBuchwald, Kevin Woller

Old Business

The charge has been received from the Faculty Senate for the faculty development committee to regularly:

- Examine the Faculty Development and the Faculty Evaluation system and make recommendations for improvement.
- Examine faculty development opportunities
- Develop methods that enhance teaching, scholarship, and service opportunities for faculty.

New Business

Comprised the development of the beginning of a plan to carry out the charges received from the faculty senate.

General discussion regarding the current form utilized for faculty evaluation was discussed followed by discussion of the entire current evaluation process. It was decided that the form itself was useful, but required clarifications as follows:

- Classifications: how does one attain the level of “outstanding?”
- Add a section speaking to the concept of “collegiality,” or a similar term addressing the issue of working as a “team player.” The concept of “service to the department” was discussed.
- A specific set of definitions need to be in place so that there is consistency from year to year and faculty members know what is to be expected each time the evaluation is done.
- A specific indication is necessary that the form is being utilized to evaluate faculty each year.
- Faculty needs to know to what one should be held accountable with specific direction.

It was decided that:

Myra will research the concept of “collegiality” to clarify whether it is a point that could appropriately be added to the existing form, or whether there is better terminology that would be more correctly descriptive of the concern being addressed.

Each committee member will talk to faculty in their respective departments regarding their feelings about the evaluation forms and changes they would like to see made. Especially address the need to add “collegiality” or a similar title.

Myra will also contact Dr. Fink from OU who is knowledgeable regarding faculty development issues and ask for feedback regarding the process at RSU. She will also ask for possible meeting times where this committee may speak with him either in person or as a conference call. She will e-mail results of this call to committee members when the contact is made.

Other concerns considered by the group:

What should a faculty member do who wants to achieve tenure? How could the form be clarified to assist in completing this process without confusion?

How does this process occur at other universities? The need for clear criteria was again discussed.
When we have recommendations solidified, they need to be returned to faculty senate and then on to the Academic policies committee.

Dr. Minks and Dr. Boyd have requested that the faculty development committee develop some outcome-goals for this committee.

**With these considerations, this committee will:**

Meet again to further discuss the faculty evaluation process after discussing the form with departmental colleagues.

At that same time will discuss the development of committee outcomes, some of which might include:

- The development of a faculty mentor program
- Develop a packet that would be utilized by the mentor and new faculty during the orientation period.
- Collaborate with other educators in other universities for ideas and resources that have worked for them.
- Explore resources to attend workshops and conventions to assist faculty in ongoing education and tenure attainment
- Explore resources to assist faculty who wish to continue research and other growth activities. FIPSE was discussed as a source of grant monies.
- It was suggested that a conference be hosted by RSU. Further consideration would follow at future meetings.

### Next Meeting

Meeting will be held in one week on Wednesday April 9, 2003 in Baird Hall (noon). We will also plan to meet the following week with Drs. Minks and Boyd at a time and place to be announced.

Future meetings may be held during the summer when necessary and agreed upon by committee members.

With no further business, the meeting was adjourned.

Respectfully Submitted: Elizabeth vonBuchwald, Secretary
Faculty Development Committee Minutes

April 9, 2003

Baird Hall at 1200 Noon

Members present were: Sally Emmons (Chair), Myra Haulmark, Keith Martin, Phil Sample, Elizabeth vonBuchwald, Kevin Woller

The meeting was called to order and Myra began by presenting two documents:

1. An article on collegiality as a criterion for faculty evaluation. That article will be read by committee members and utilized in future discussion.
2. From past faculty development committees, the committee mission, outcome goals and action strategies already written. Ongoing charges are three in number: 1. To examine the faculty development and faculty evaluation system and make recommendations for improvements. 2. To examine faculty development opportunities. 3. To develop methods which enhance teaching, scholarship, and service opportunities for faculty.

The group again discussed the first point of the charge. Currently according to the academic policies manual, faculty developed contracts are a part of the tenure and promotion process. Points considered:

1. Should this policy stay in place or be changed or modified?
2. How can we improve the process?
   a. Should we add more categories?
   b. How should it be assessed?

It was agreed that Myra will continue to research the OSU measures available for review.

Our strategies for continuing to complete this charge will be:

1. Review and research other university evaluation documents for evaluation and comparison.
2. Develop and prepare specific criteria for the faculty evaluation document ("Revised Faculty Evaluation Plan").
3. Make recommendations re: evaluation process based on criteria development and send to:
   a. Faculty senate
   b. Academic council
4. Continue to work on for next year.

Charge II: Faculty development opportunities

1. New faculty mentor program: Several have suggested this idea over the past weeks. This committee would like to implement the program and will begin to document guidelines and a structure.
   a. Next fall would be a realistic start time.
   b. Those who do mentor will volunteer.
   c. Meeting for mentors prior to beginning would help keep everyone together. They would need to know what each new faculty person receives by way of orientation (orientation packet). It would be considered as part of service to the institution.
2. Myra will outline a proposal for a mentoring program and this committee will review it when we meet next. Expectations of mentors need to be documented. It was suggested that there be social events for all to attend.
3. Other training workshops were suggested as viable options for once-a-year offerings:
   a. Portfolio development
   b. Panel of tenured faculty
4. Local guest speakers. This committee would continue to develop a relationship with other universities for idea sharing.

5. The concept of bringing a regional conference here to the RSU campus was discussed. Several entities were brainstormed which covered interdisciplinary and discipline specific groups. It was decided to continue to plan for these events from 1 – 3 years into the future and begin to solicit suggestions from faculty and staff in all areas.

6. In the short term, a campus wide research symposium was discussed which would include both a student and faculty forum. This symposium would be an annual event, perhaps at the end of the year.

7. Myra will redraft the Faculty Development Committee Mission, Outcome Goals, and Action Strategies paper for review at the next meeting. She will also create a “Conference List” database placed on a web page for referral for faculty development committee review and update.

With no further business, the meeting was adjourned. The next meeting will be on April 23rd in Baird Hall second floor conference room.
Faculty Development Committee Minutes

April 30, 2003

Baird Hall at 1200 Noon

Members present were: Sally Emmons (Chair), Myra Haulmark, Keith Martin, Phil Sample, Elizabeth vonBuchwald, Kevin Woller

Visitors present: Dr. Boyd, Dr. Minks

The meeting was called to order by Sally Emmons.

Old Business

The Faculty Development Committee Mentoring Program was discussed. Myra presented a proposal that was reviewed by all.

- General discussion was held
- Dr. Boyd commented on the importance of knowing the particulars of who is doing what, when and where.
- To have this program in place for the Fall semester, review of the document indicated that clarification was needed:
  - How are mentors selected?
    - A “mentoring pool” was considered
  - Activities and roles of individuals?
  - Mentor workload was discussed: participation for the mentor would be on a voluntary basis. Would be included in evaluation as service to the community. Prospective mentors would volunteer to their Chair -person.
  - Dr. Boyd suggested that new faculty be assigned to a new faculty forum instead of immediately being assigned to University committee work. He also suggested that an “Administrators Perspective” be added to the orientation time.
  - It was suggested that mentors and new faculty be paired up during the first week at the report date for new faculty. The mentor would come as needed during that week.
  - Sally will begin to contact Chairpersons on campus to find interested people.
  - Workshops will be planned. A “Top 10” list will be solicited.
  - Prior to implementation, Dr. Boyd will examine the proposal and obtain a hearing from Academic Council.
  - Dr. Boyd also suggested hosting a social event at that time
  - Workshops for Mentors considered:
    - For people who would be on campus this summer
    - Important to give orientation packet to Mentors, as well as new faculty. There is a potential for 10 new people.
  - If there are any further suggestions for Myra, please have them to her in one week from today (5/7/03).
  - Faculty senate should be notified on an informational basis.

- The Mission/Outcome goals/Action Strategies were discussed
  - Recognition of outstanding faculty and faculty morale was discussed
  - It was noted that the faculty senate needs to recommend criteria for the official recognition to be awarded.
  - It was suggested that the senate ask Faculty Development to explore the criteria for the awards to be presented appropriately. Ideas involved:
    - Teaching excellence
    - Scholarship excellence
    - Faculty and alums should select candidate
- Phil Sample will obtain info from the faculty senate.
- Awards should be given during specific times of the year. In the past it has been presented in the fall with notification of the recipient given at the end of the Spring Semester.
- Statewide awards are also available. Criteria available on the OSRHE web site: [http://www.okhighered.org/](http://www.okhighered.org/)
- The committee also discussed our charge to examine the Faculty Development and the Faculty Evaluation system. For this subject we decided to make recommendations for the 2004-2005 academic year since there was not enough time remaining to make changes for the 2003-2004 academic year. Dr. Minks requests that we invite him to future meetings about this subject. In addition, we touched back upon the subject of RSU holding a research symposium that includes faculty and student work; Keith agreed to solicit internal input from department chairs regarding this topic.