

FACULTY AFFAIRS COMMITTEE MINUTES

DATE: November 13, 2013

TIME: noon

LOCATION: Waters Hall Conference Room

Members Present: Pat Kuby, Chair, James Gadberry, Ronnie Merritt, Susan Owen, Bill Wilkes, Bridgette Chandler, Rosemary Hodges, Jeff Johnson,

Members Absent: Jameha Gardner, Sean Busick, Lisa Rich, Amanda Branscombe, Scott Cox, Ronnie Merritt,

Dr. Kuby called the meeting to order on November 13, 2013 at noon in the Waters Hall Conference Room. Minutes from the October 31st meeting were approved.

Member voted and approved the FAC Responsibilities discussed at the October 31st meeting.

Discussion then turned to Excellence in Teaching Indicators. Questions surrounded the use of such a document. Discussion was tabled until the committee has more information.

Faculty Handbook Committee will meet on Friday, November 16th. It is likely that the FAC will be able to begin work on it after that time.

Ways to increase course evaluation response rates were discussed. Committee members generated a list of suggestions:

Increasing Course Evaluation Response Rates Faculty Affairs Committee

University Strategies:

- Make the evaluations accessible, easy, and make sure there are no subjective terms in the evaluations
- Have evaluations available in/or through Blackboard
- Have course evaluations be the entry point in Blackboard
- Have instruction handouts and login directions
- Advertise
- Department chairs communicate the importance of evaluations to their faculty
- Provide incentives to students to complete evaluations (e.g., name entered into raffle)
- Departments can post messages on their website
- Provide a pop-up window in Banner
- Have an active logo on the university homepage
- Have a scrolling announcement on the university homepage

- Post announcement on Facebook from student society/clubs
- Use paper evaluations for face-to-face classes
- Post links to evaluations in as many places as possible

Faculty Strategies:

- Remind students in class, emails, Blackboard
- Use class time to complete evaluations
- Have students bring their laptops to class
- Reserve computer lab
- Explain to students the importance of the evaluations and how they are used
- Explain to students how the evaluations can help direct the program and content of the course
- Include evaluation time in the syllabus
- Make it an assignment

These suggestions will be forwarded to Mark Durm after distribution to the members of the FAC.

Dr. Kuby announced that the next meeting would be Thursday, December 5th at noon in Waters Hall Conference Room.

Meeting was adjourned.