

FTLC-AC AGENDA

MEETING INFORMATION

Date: April 8, 2013

Time: 1:00pm-2:00pm

Location: 211 A DEV (Grand Rapids) and D-1-142 MAK (Allendale)

Meeting called to order at 1:00pm

Present: Kim Kenward, Christine Rener, Joy Washburn, Scott Grissom, Kyle Felker, Heather Gulgin, Janelle Guikema, Laurie Stickler, Vijay Gondhalekar, Darren Walhof

AGENDA ITEMS

1. Approval of Agenda

Laurie Stickler moved. Vijay Gondhalekar approved. The committee voted to approve the agenda.

2. Approval of Minutes from meeting on March 25, 2013

Vijay Gondhalkar moved. Laurie Stickler Approved. The committee approved the minutes.

3. Announcements

Joy explained that ECS needed to officially approve the meeting changing times for the 2013-14 year. It was officially approved on ECS on Friday April 5, 2013. A reminder is that the committee meetings will take place on the 3rd Monday of each month from 12-2pm. Peggy has already sent out the date/time information to the various units. Dates are listed at the bottom of the minutes. A location/campus has yet to be determined.

4. Election of Chair for academic year 2013-14

Darren Walhof made the motion to have Kyle Felker serve as Chair of the 2013-14 FTLC Faculty Advisory Committee. It was seconded by Scott Grissom to nominate Kyle Felker as Chair of the FTLC Faculty Advisory Committee. Unanimous vote by the committee. Kyle Felker will serve as the 2013-14 Chair.

5. Update on costs of using IDEA for GVSU community (C. Rener)

400 institutions currently using IDEA. Cost is \$41,547 per semester. Rough estimate based on the number of classes/students from our 2012 fall semester. Darren raised the question that does every single course need to be evaluated every single semester? This could be a factor in the IDEA costs. The committee will go ahead and send are two recommendations (Blackboard and Enterprise) to ECS/UCS. Scott Grssim raised the idea on whether the short form questions from IDEA could be used as a starting point for developing questions if we use Blackboard. A question of copyright would need to be investigated. Several committee members stated that it is difficult to place a value of how much money our administrative assistants (COTs) are currently spending on typing up the evaluation comments.

6. Brainstorm Session: Potential committee goals/charges for academic year 2013-2014
 - A. Revisit the question...does every single course (and instructor) need to be evaluated every single semester?
 - B. How do we increase student response rates?
 - C. Question development? Number of questions? Specific consistent questions asked by each department?
 - D. The committee will need to disseminate best practices for interpretations of tools/data and how that information should be used for tenure and promotion and annual review
 - E. Peer evaluations of faculty members for personnel. Currently, practices are inconsistent between units/departments.
7. FTLC Director Update

The 2013 FTLC Fall Teaching Conference will have a theme focusing on the new library in regards to information use, the changing nature of information, and information access.
8. Sub-committee Updates:
 - a. Grants next meeting scheduled for April 15, 2013. 1:30pm – 3:00pm in 302C DEV. Committee members include: Laurie, VJ, Heather, Darren
 - b. Teaching Awards (this committee will not meet again until the fall semester of 2014) 2012 award recipients available on the Provost website:
<http://www.gvsu.edu/provost/faculty-awards-convocation-38.htm>

Meeting adjourned at 1:40 pm

Respectfully submitted,
Kim Kenward

MEETING DATES

Fall 2012:	September 10 November 12	September 24 November 26	October 8 December 10	October 22
Winter 2013:	January 14 March 11	January 28 March 25	February 11 April 8	February 25