A close up of a logo

Description automatically generated

**Faculty Personnel Policy Committee**

**Minutes**

December 4, 2019

2012 JHZ

3:00-5:00 PM

Present: Marie McKendall (Chair), Ed Aboufadel (ex-officio), LeShell Palmer Jones, Priscilla Kimboko, Sean Lancaster, Douglas Montagna, Jagadeesh Nandigam, Tonya Parker, Nancy Schoofs, Steven Schlicker (recorder), Pei-Lan Tsou, Anna White (substitute for Kim Ranger)

Absent: Kurt Ellenburger

Visitor: Shawn Bultsma

1. Agenda approved by consensus
2. Minutes of 11/13/19 — approved by consensus
3. Chair’s Report

* Marie gave tentative dates to move forward on the teaching recommendation: to ECS Jan 10, back to FPPC on Jan 15, to UAS on Jan. 31. Final proposal to ECS on Feb. 14 and UAS on Feb. 21.
* Reassigned time charge will go to ECS on Jan. 10.

4. Teaching Charge

The following items were resolved:

* We will not mandate digital portfolios.
* It will be the responsibility of Unit Heads to assemble the team of peer reviewers.
* Different instruments can be used for formative and summative assessments.
* The peer reviewers will meet and produce a joint summary. We will provide some guidelines for the format of the summary. The peer reviewers will meet with the candidate before finalizing the summary. The candidate will have the opportunity to provide a response to the summary report.
* All class visits will be announced.
* The candidate will choose which courses will be assessed.
* Online courses already have a separate process for evaluation. That process might need to be revised to be in line with this proposed process.
* The self-evaluation aspect of the evaluation of teaching will be incorporated into the personal statement in the portfolio. Use item #8 in the description of effective teaching as a guide. Individuals should know that this will be used to assess the item of refining courses using feedback and reflection.

5. BOT 4.2.3.2 Charge (pg. 11)

* After discussion, it was decided that we should meet with university counsel for further deliberation.

6. BOT 4.2.5 Charge (pgs. 12-13)

* Not addressed.