

Faculty Senate Minutes for January 15, 2010  
JBK Room 11, 12:15 pm

1. Meeting Called to Order at 12:15pm by President Stuntz. Members in attendance: Bigham, Branson, Browning, Byrd, Castillo, Chenoweth, Combs, Commissiong, Crafton, Davis, DeOtte, Dursun-Kilic, Friske, Issa, Landram, Lee, Parker, Parr-Scanlin, Stuntz, Trela and Wilson. Pjesky interim representative. Guest speaker Amy Andersen.
2. Davis moved, Bigham seconded and minutes from November 20, 2009 were approved as submitted.
3. Comments from Dr. Hallmark
  - a. Registrar compared enrollments and number of seats in classrooms. Unfortunately, there were still errors that needed correction. Process will occur again for the fall semester. Faculty 1)notify immediately if there is a problem and 2) if you move a table or chair, make sure that is known. Notify through Department head or secretary as appropriate.
  - b. Will be a fund-raising for Haiti disaster next week. Dr. Lowery-Hart is working with a group of students.
  - c. Budget/unit plan is going on, at Dean's level at the moment. Significantly improved this year, with opportunity to notate and itemize needs in Budget Plans.
4. Comments from Dr. Amy Andersen
  - a. Evaluation in regards to problems with CIEQ. Specifically, it's too late to use something else for Spring 2010, and it has been over-relied on.
  - b. Options include student, peer, self, administered ratings, or portfolio data. Most used appears to be peer-review. Some use of peer-review here, as there has been a workshop. Needs to be done more than once to be effective.
    - i. 3-step process. Prior meeting to establish expectations, observe and note, post-conference. Ideally identifies both things done well and things that need improvement.
    - ii. Honesty without cruelty is essential.
  - c. Another choice is informal early assessment. 10 minutes at end of class, another person asks questions of class, summarizes results, and gives to instructor. Sample questions: what is being done that helps you learn, what needs improvement. Dr. Andersen can do this, or train people in the Department.
  - d. Informal teacher designed feedback forms. 1 minute paper: quickly summarize what you learned today. Muddiest point: what did you least understand, and what would help.
  - e. Questions: what success has there been using online methods. A: hasn't really been done, but in F2F class works better to do in-class. Q: suggestions for peer evaluation of on-line classes. A: have a peer look at layout etc., or analyze kinds of e-mail questions received, are they content or technology?
5. Reports from Committees
6. Standing Committees

- a. Faculty Development and Student Learning – no report
- b. Budget and Faculty Governance- no report
- c. Assessment, Advising, Conduct, and Curriculum – no report
- d. Commencement Speaker Committee - Dr. O'Brien extended invitation to Michelle Obama. Response said no decision until April, but it is okay to pursue another individual. Second person is Tom Hanks, being worked back-channel. Committee needs to keep working on summer, fall and spring 2011. Re question about student representation, committee members think existing membership is appropriate.

#### 7. Ad Hoc Committees

- a. Honorary Degree Recipient Requirements and Procedures – there is a system policy which is specific. Can't violate this policy, but do have option of adding other criteria. Crafton, Lee and Bigham will pursue further.

#### 8. Old Business

- a. Faculty Development Leave Applications – voting ranked Rosa, Thomas, Tyrer, Murty. Will be forwarded for Administrative action
- b. Resolution to Department Heads Council – voting
  - i. Resolution re service on faculty senate. Wilson, moved and Perry seconded. Discussion: wording should be *rated much higher*. Passed original proposal with 2 opposed. Approved resolution reads:
    1. Whereas Faculty Senate is the representative body of the entire faculty, and whereas that body must devote a significant amount of time to that representation, and whereas these positions are elected seats,
    2. It is hereby RESOLVED that serving on Faculty Senate shall be weighted higher in the area of Professional Service than is service on other committees.
  - ii. Resolution re return rate on CIEQ Commissioning moved and Lee seconded. Discussion: addressing problem of representative response. What about classes that have small sample size to begin. What about 50% drop rate. Hallmark said that base number is 12<sup>th</sup> class day total. Need other methods of teaching evaluation. Anecdotally, this would eliminate very few of the F2F classes. CIEQ is designed with positive and negative statements so that responses with bias can be kicked out; however WT has not previously used this. (Some disagreement on this statement of fact.) Motion carried. Resolution reads:
    1. Whereas any survey (currently in use at WTAMU) must have a majority response from the students in the class in order to be considered valid,
    2. It is hereby RESOLVED that when class has a return rate of less than 50 percent on the CIEQs, that survey shall not be used for evaluating faculty unless that faculty wishes them to be used.
- c. Discussion of teaching evaluation process
  - i. Results to FDSL committee for refinement, due next meeting. Discussion revolved around grading time response. VARK is learning styles. Suggestion to look at people who are both effective researchers and teachers to see what they do

that makes them effective. Goal is to give department heads an easy way to supplement the CIEQ.

- d. Advisory Council for External Funding – Making progress, but not ready to submit to FS.

#### 9. New Business

- a. Ombudsperson Dr. O'Brien suggests this as a possibility for faculty and staff. Person(s) would hear complaints before initiating formal complaint. Looking for input and ideas. Send to Stuntz for her compilation to send to O'Brien. This would be prior to full process as described in the Faculty Handbook. Intended for issues that may be problematic, but not warrant a full grievance procedure.

#### 10. Announcements

- a. Library Update If assigning a research assignment library is available to help with instruction, course guide, and database recommendations. Several databases have interface changes; please call if there are questions. New art exhibit up.
- b. Faculty Senate Emblems work is progressing. Holliday's grad students will make them. Provost office will fund materials. Will be available this semester.
- c. Centennial Gala and other events Gala Feb. 13, tickets are \$150 each. Faculty are not expected/required to attend, but would be very welcomed. Deans have bought tables, they are not being comped. Birthday party on campus Wed. Feb. 17. Mostly for students, but faculty are also welcome.
- d. Textbook Rental Program is one suggestion from Committee looking at cost of textbooks. Recommendation is to supply rental textbooks that apply to core and foundational classes with multiple sections. Such classes recommended to use same text for 36 months. If accepted, will go into effect in Fall 2010. Will not apply to upper level and grad classes. MAY come to Faculty Senate for review.
- e. Associate Dean for Environmental Safety under VPAA New post created. WT flunked chemical handling. Compensation is summer payment.
- f. First Fridays begins today at 4:30, can bring alcohol, but can't open until 5p.m. Also need to bring own glass. Upstairs Buffalo Courts.

#### 11. Adjourned at 1:30p.m.

These minutes have been approved.

Respectfully submitted, Linda Chenoweth