Faculty Development and Evaluation Committee
December 4, 2008 Meeting

Present: Shannon Harding (chair), Marice Rose, Angela Harkins, Bill Abbott (guest), Marsha Alibrandi, Vishnu Vinekar, Roben Torosyan (guest), Larry Miner (guest), Allison Dailey (FUSA guest), Frank Spizzoucco (FUSA guest), Carol Fackler (recording).

Meeting called to order at 11:03am by Shannon Harding, Chair.

I. Minutes from previous meeting

Shannon made a motion to approve; Angela seconded. Approved with typographic changes.

II. Update on IDEA Pilot

Presentation by Shannon at General Faculty meeting went well. The IDEA forms are out to faculty. Bill will check to see if forms are coming in to Canisius.

Faculty has agreed to do 50 paper evals; there will be 70+ doing online evals. Student evals open today and will remain open until December 20th, via Stagweb.

There were a few faculty questions about the online form. A few faculty have not received their forms; some who have want to know what to do next, after registering online. Shannon will send out email, reminding faculty that evals are now open until December 20, and asking faculty to remind students to clear out their Stagweb emails and to look for forms.

Shannon requested volunteer help to oversee sorting and organizing returned forms. Angela, Bill, Shannon, and Roben volunteered.

It was announced that Robbin Crabtree is supportive and excited about the IDEA eval form. She also looks forward to an administrative form as a possibility for use in the future.
III. Faculty Development Day—December 12th

47 attendees registered thus far; food ordered for 50

Evaluation form for development day—we have been using the same template for previous faculty development days. CAE has used a form to make it easier; Roben offered to share this. Marice and Carol will tweak the form.

Shannon suggested taking really good notes at the Faculty Development Day, to bring back to faculty on how we should go forward.

IV. FUSA Update

For this semester, FUSA will receive, and have on the FUSA website the following results from the course evaluations: #2 Instructor communicated; #4 Instructor effective; #7 syllabus; #11 workload.

They are looking forward to the new website, which will include information on teachers’ bios, teachers’ current syllabi, courses the faculty teach, textbook ISBNs, evaluation questions. All this information will be password protected.

In the past, faculty were asked to do a brief video clip about their course to put on the web page. FUSA might consider doing this on their new website.

Shannon made a motion (Vishnu second) that those attending the workshop in February ask and report back which IDEA questions are recommended for student access at other academic institutions. Motion passed unanimously. It was also suggested that those attending the February conference also ask how students have access to IDEA forms.

Frank (from FUSA) spoke to IDEA and said they don’t have a lot of information about what evaluation information is released to students.

Frank said FUSA would want the information to be course specific. He said he would send information to FDEC members before the next meeting related to what student are working on related to deciding how to word questions about courses. He was asked to bring questions students are thinking about and any follow-up questions.

Larry suggested we check with faculty about sharing syllabi. Marsha stated NEASC requires that all syllabi be posted, for accreditation purposes. The FUSA students present referred to the Curriculum Committee for questions about syllabi.
Marsha asked how students will know about the IDEA forms. Frank stated there was going to be a Resolution by the Student Senate acknowledging the importance of the IDEA form, and the FUSA website would be displaying information on the form.

V. February Conference

Angela, Vishnu, Bill attending this IDEA Train the Trainer Workshop. The IDEA website is theideacenter.org

Orin has agreed to pay for the three attendees.

VI. Next Meeting

At the next meeting, we need to start planning follow up workshops for the faculty. Tentative meeting is Thursday, February 12th, at 2pm.

The meeting adjourned at 12:03pm.

Respectfully submitted,
Carol Fackler