



# MEETING MINUTES DEC. 10, 2021

10-11:30 a.m. via Zoom

**Meeting called to order:** 10:02 a.m.

**In attendance:** Lenaya Andersen, Maggie Eirenschmalz, Marynia Giren-Navarro (Chair), Scott Huber, Andy Hughes, Casey Machen, Linda McGillicuddy, Jeff Olsen, Cecilia Vigil, Karen Wikander, Cheryl Woehr

**Absent:** Wade Hampton, Jonathan Lam, Ted Lambert, Kofi Poku, Ben Scheible

**Guests:** Jeffrey Alexander, Amber Anaya

## Approve Minutes from November 12, 2021

It was noted under the item Activity Modifiers “electronic signatures” was used twice in the same sentence and in the second to last sentence under Annual Plan Revisions Cheryl Cardoza’s last name was added to the group that would meet with the VPAA for clarification.

*Scott Huber moved and Linda McGillicuddy seconded to approve the November 12, 2021 minutes. The committee approved the minutes as amended.*

## Revisions to the In-Person Observation Form - Update

Chair Marynia updated the committee she has received a lot of feedback from the deans.

## Annual Plan Revisions

Dr. Alexander, Vice President of Academic Affairs, joined today’s meeting to discuss the Annual Plan and ideas on how to proceed. Suggestions received were to provide training for the deans, give the deans a narrative area to detail what is working and where improvement might be needed, and a mid-year check-in meeting with the dean and instructor. The committee discussed whether to make the narrative with guided prompts and to have an area where the mid-year check-in meeting could be documented. The committee liked all of these suggestions and would like Dr. Alexander to get best practices from other institutions in order to develop training.

It was also suggested to not make the document the sole evaluation tool and to create one form for all evaluations and observations. Marynia will send a draft of this form to the committee to review and comment on in preparation for the February meeting.

Chair Marynia will meet with the VPAA to convey faculty feelings of mistrust and gather the best practices offered by Dr. Alexander.

## New Business

**Meetings in 2022:** Chair Marynia asked the committee their preference for meetings in 2022. The committee would like to continue meeting on Zoom.

*Cheryl Woehr moved and Cecilia Vigil seconded to continue the Professional Standards Committee Meetings for 2022 in Zoom. The motion passed.*

February Agenda Items: The committee will review the suggested draft form from Andy Hughes and best practices from other institutions.

Chair Marynia mentioned she will try to attend the WebCollege Faculty Advisory Committee to see where their discussion is for the minimum requirements.

## Committee for AY 21/22

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Committee dates for the remainder of the AY: 2/11, 3/11, 4/8, 5/13

*Cheryl Woehr moved and Linda McGillicuddy seconded to adjourn the meeting. The motion passed.*

**Next Meeting:** February 11, 2021

**Meeting adjourned:** 11:37 p.m.