
MEETING MINUTES MAR. 15, 2019

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

In attendance: Sameer Bhattarai, Eddie Burke, Wade Hampton, Warren Hejny, Dan Hooper, Andy Hughes, Robert Kirchman, Linda McGillicuddy, Melanie Purdy (Chair), Paul Seybold, Dolores Wonder

Absent: Dave Boden (Proxy: Eddie Burke), Keziah Dutt, Scott Huber (Proxy: Eddie Burke), Cheryl Olson, Brandy Scarnati, Trenton Schoppe (Proxy: Paul Seybold), Cheryl Woehr (Proxy: Kristen DeMay), Kelley Wong

Guests: Kristen DeMay (Proxy: Cheryl Woehr), Ron Marston, Anne Flesher

January 18, 2019 Meeting Minutes

Linda McGillicuddy and Dolores Wonder motioned and seconded respectively. The motion passed unanimously.

Department Chair Performance Assessment [ONE MOTION TIED TO THIS]

Faculty Senate Chair Elect Anne Flesher brought a form to the committee called "Department Chair Performance Assessment" which is a document that was a motion to the senate from May 4, 2018. The motion at the time was to send the form to deans and department chairs for input. Department chairs thought that they were being evaluated sufficiently; deans liked the idea of having some sort of form to guide their input.

There was discussion from the committee identifying that it might be best to wait until fall, 2019 to look at possibly coming up with a FEEDBACK and PLANNING form, versus an EVALUATION or RATING form; but to wait until NFA contract negotiations are finalized.

MOTION: Made by Wade Hampton, seconded by Robert Kirchman. Passed unanimously.

The committee voted to postpone discussion on the Department Chair Performance Assessment form and the evaluation process of chairs until Fall, 2019, after the NFA Contract is solidified.

Annual Plan Revisit [TWO MOTIONS TIED TO THIS]

The committee finalized review and discussion of a variety of options and motioned the following:

MOTION: Made by Wade Hampton, and seconded by Linda McGillicuddy. Passed, two opposed.

To receive Commendable or Excellent, the Faculty member will ~~determine the number of times on the activities that will be used/performed, per the NFA contract Article 12, and will~~ determine the "Performance Achieved" value for the Self-Evaluation. ~~The following point distribution is recommended. shall be followed:~~

To receive Commendable or Excellent you must fulfill all Satisfactory requirements and:

- **Commendable 1**
5 points from C/E1–C/E3; a minimum of 2 points ~~must~~ shall come from C/E1.
- **Commendable 2**
8 points from C/E1–C/E3; a minimum of 3 points ~~must~~ shall come from C/E1.
- **Excellent 1**
12 points from C/E1–C/E3; a minimum of 6 points ~~must~~ shall come from C/E1; **and also include activities from both C/E2 and C/E3.**

- **Excellent 2**
18 points from C/E1–C/E3; a minimum of 8 points **must shall** come from C/E1; **and also include activities from both C/E2 and C/E3.**

MOTION: Made by Dolores Wonder and seconded by Sameer Bhattarai. Passed unanimously.

This motion is to add the following statement to the Annual Performance Evaluation for Academic Faculty, as a preamble to the above statement. It reads:

This annual self-evaluation is intended to give the faculty member and others reviewing the faculty member's performance a context for understanding the range and robustness of the faculty member's professional activities in three areas of performance review; teaching effectiveness, professional development, and service to college and community. ~~Therefore, the following point distribution is recommended.~~

Criteria for Tenure Track Faculty [THREE MOTIONS TIED TO THIS]

Chair Purdy introduced forms associated with the tenure track process and asked for motions and passage of some technical changes. The following changes are approved by the committee:

MOTION: Made by Eddie Burke and seconded by Dan Hooper. Passed unanimously.

On the "Observation of Teaching Effectiveness" form, change ALL of the "outstanding" rating words to "excellent;" and ALL of the "good" rating words to "commendable" to match the NSHE code wording in all the other forms.

MOTION: Made by Paul Seybold and seconded by Wade Hampton. Passed unanimously.

On the "Recommendation for Tenure" form, update ALL the "(see NSHE Code 4.4.2a)" - appearing four times on the document - to read "(B/R Title 2, Ch4, section 4.4.2b)."

MOTION: Made by Eddie Burke and seconded by Warren Hejny. Passed unanimously.

On the Faculty Tenure Guidelines web page: <http://www.tmcc.edu/vpaa/tenure/guidelines/>, in the Tenure Forms section, Observation of Teaching Effectiveness, ADD a title and link to the online teaching effectiveness form:

<http://www.tmcc.edu/media/tmcc/departments/webcollege/forms/wc-online-teaching-eval.pdf>

Chair Purdy introduced a DRAFT rubric associated to Tenure Track Faculty Department Review Report criteria. ALL committee members were given a share to the document, and were asked to start looking at the areas and criteria for discussion at the next meeting.

Next Meeting: April 19, 2019 from 10-11:30 a.m.

Meeting Adjourned: at 11:31 a.m.