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# MEETING MINUTES NOV. 12, 2021

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10-11:30 a.m. via Zoom

**Meeting called to order:** 10:03 a.m.

**In attendance:** Lenaya Andersen, Maggie Eirenschmalz, Marynia Giren-Navarro (Chair), Scott Huber, Ted Lambert, Casey Machen, Linda McGillicuddy, Jeff Olsen, Kofi Poku, Ben Scheible, Karen Wikander, Cheryl Woehr

**Absent:** Wade Hampton, Andy Hughes, Jonathan Lam, Cecilia Vigil

**Guests:** Amber Anaya, Ethan Carmona Hockstedler

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## Approve Minutes from October 8, 2021

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It was noted Cheryl Woehr was listed as present and absent. She was present at the October 8, 2021 meeting.

*Cheryl Woehr moved and Ben Scheible seconded to approve the October 8, 2021 minutes. The committee approved the minutes as amended.*

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## Revisions to the In-Person Observation Form

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During the October 19 Senate Leadership meeting with the VPAA, Senate Chair Irintcheva asked the VPAA to clarify the examples listed to the deans. An email has been sent to the deans asking for continuous input as they use the forms.

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## Annual Plan Revisions

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Chair Marynia updated the committee on moving item S2.h to Commendable and Excellent. Brandy Scarnati expressed concern as this is a basic item to adhere to.

Chair Marynia asked where does the committee recommend we move this to and if this is an issue with leadership rather than the form. It was suggested to call the "standards" "guidelines". The WebCollege Faculty Advisory Committee (WCFAC) is in the process of revising. The Professional Standards Committee will request the WebCollege Faculty Advisory Committee to create a list of minimum requirements.

Ted Lambert moved and Scott Huber seconded to request the WebCollege Faculty Advisory Committee to compile a more concise list of minimum requirements for online teaching standards. The motion passed.

An amended motion was also suggested to retitle the Guidelines as "Guidelines or Suggestions; however, the amendment was voted down.

The committee members expressed concern that satisfactory is used in a punitive manner against faculty and the evaluation forms are being used inconsistently in departments. It was suggested to review how the deans are using the form with a possible taskforce and involve the VPAA. Marynia will discuss the issues and invite Dr. Alexander to the meeting. Another suggestion was to find out if there are any funds available to have a consultant review and assess how the annual plan is being used.

The committee will take first steps by meeting with the VPAA. Chair Marynia, Ted, and Cheryl Cardoza will meet with him.

*Cheryl Woehr moved and Ben Scheible seconded to invite Dr. Alexander, VPAA to the next Professional Standards Committee meeting. The motion passed.*

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## NFA, VPAA and FS EB Proposed Changes for input/approval from PS

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The committee carefully reviewed each item on the list provided by Senate Chair Virginia.

#### **S4.a – Submit detailed Annual Plan and Self Evaluation**

The proposed change “detailed Annual Plan and Self-Evaluation”

The committee suggested: “Submit an Annual Plan and a detailed Self-Evaluation in a timely manner or as requested by administration.”

Cheryl Woehr motioned and Karen Wikander seconded to use “on time” The committee approved the motion.

#### **Activity Modifiers**

The activity guide says: “faculty are responsible for making and error-checking final tallies,” The NFA Contract assumes the Department Chair has checked for accuracy and completeness. In reality, the checking of tallies happens at the dean/chair stage, not with the faculty member’s submission.

The committee suggests: “The faculty member proposes the point multipliers and final tally and the department chair/APC/APD/ director and dean double-check and approve those.”

An automated tally for points was suggested as well as electronic signatures.

*Ben Scheible moved and Cheryl Woehr seconded to request automating the tally of the annual plan. The motion passed.*

*Ben Scheible moved and Linda McGillicuddy seconded to accept the change in activity modifiers. The motion passed.*

#### **New Business**

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A discussion concerning S2.e “Submit book orders on time” could inhibit the adoption of Open Educational Resources (OER). It was mentioned instructors may list “no materials required” to satisfy this item and that OER is listed as commendable on the Annual Plan.

SGA Senator Ethan Carmona Hockstedler provided an SGA update. The SGA is creating videos to assist students in filling out the proof of vaccination form and answer COVID-19 vaccination questions.

Ben Scheible moved and Cheryl Woehr seconded to adjourn the meeting. The motion passed.

**Next Meeting:** December 10, 2021

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