
MEETING MINUTES FEB. 11, 2022

10-11:30 a.m. via Zoom

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

In attendance: Maggie Eirenschmalz, Marynia Giren-Navarro (Chair), Scott Huber, Andy Hughes, Jonathan Lam, Ted Lambert, Casey Machen, Linda McGillicuddy, Jeff Olsen, Kofi Poku, Ben Scheible, Cecilia Vigil, Karen Wikander, Cheryl Woehr, Itzel Woolpert

Absent: Lenaya Andersen

Guests: Amber Anaya, John Kemp

Approve Minutes from December 10, 2021

Ben Scheible moved and Cecilia Vigil seconded to approve the December 10, 2021 minutes. The committee approved the minutes with one abstention.

Annual Plan Revisions

Andy Hughes showed the committee an annual plan version where the plan is separate from the evaluation. Andy reviewed the changes he proposed. The proposal was not met with a lot of enthusiasm by the committee. It was noted that it is easier to have one plan which includes the evaluation and plan.

The need for training of the deans was reiterated by the committee. Marynia asked the committee if they want to continue improving the form or focus on training. The committee wishes to focus on a mid-year check-in and having the VPAA implement a training for the deans. It was also stressed by the committee; the mid-year check-in meeting should not have a punitive function. Disciplinary problems should not be in the evaluation process. The NSHE code already addresses it and provides a process. It was suggested to have a mid-year meeting as a part of the evaluation process and to add a mid-year conference space to the form. The purpose of a mid-year check-in is so there are no surprises to the employee over what they received in their evaluation.

It was moved by Ben Scheible and seconded by Scott Huber to implement a mid-year check-in meeting only in instances where the dean believes that the agreed upon annual plan performance rating might not be met, and have evaluation training provided to the deans. The motion passed.

It was suggested to review the annual plan and remove items that are already addressed in the NSHE Code: S1.a, book orders, loading the syllabus to the department drive, and the requirement for satisfactory student evaluations (defining satisfactory). Marynia suggested we return to this conversation at the next meeting.

New Business

Syllabus Required Statements: An opposition to having required syllabus statements was brought to Marynia's attention. It was noted students do not read the syllabus. The committee wondered if department chairs are required to make sure the statements are included in the syllabus and whether a link to the VPAA's syllabus statement page could be used in the syllabus. The discussion also noted some statements protect instructors such as the plagiarism statement. Does every campus policy need to go on the syllabus? Could the recommended statements be housed on the VPAA's webpage only? A motion was made to have no required syllabus statements. After much discussion amendments were made.

Ben Scheible moved and Ted Lambert seconded to have no required statements on the syllabi. The statements, listed as recommended statements, would be located on the Vice President of Academic Affairs website. The motion passed with 2 abstentions.

Observations on Canvas: The committee did not get to this item in today's meeting.

Committee for AY 21/22

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

Next Meeting: March 11, 2021

Meeting adjourned: 11:46 a.m.