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# MEETING MINUTES MAY 13, 2022

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10-11:30 a.m. via Zoom

**Meeting called to order:** 10:00 a.m.

**In attendance:** Lenaya Andersen, Maggie Eirenschmalz, Marynia Giren-Navarro (Chair), Casey Machen, Linda McGillicuddy, Jeff Olsen, Kofi Poku, Karen Wikander

**Absent:** Andy Hughes, Ben Scheible

**Guests:** Jeffrey Alexander, Amber Anaya, Elena Bubnova, Sam Byington

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## Approve Minutes from April 8, 2022

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**Linda McGillicuddy moved and Karen Wikander seconded to approve the April 8, 2022 minutes. The committee approved the motion.**

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## Annual Plan Revisions

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**VPAA's update on Supervisor Training:** Dr. Alexander joined the committee meeting to provide an update on the Supervisor training. During the Summer the deans will read and discuss "Best Practices in Faculty Evaluation: A Practical Guide for Academic Leaders" by Dr. Jeffrey L. Buller. The author will join the team for a workshop and discussion of his book. He will lead scenario-based discussions, field questions, and cover strategies for communication.

**Annual Plan Revisions:** Dr. Alexander also shared his thoughts on adding a narrative section to the Annual Plan/Evaluation Form where the deans would provide evaluation/feedback to the faculty based on the four elements self-evaluation, student evaluation, classroom observation (if applicable), and elements of the faculty member's annual plan. These elements are considered to designate an overall faculty rating for the faculty member per the [NFA Contract](#), Article 12.8. This box would also require adding another box for faculty to reply to the dean's comments. The committee will discuss this suggestion further in the Fall.

**Motion for Faculty Senate:** The committee decided to stop any further discussion on a motion for the Faculty Senate to add a mid-year meeting with the Dean as a part of the annual plan/evaluation. The Faculty Senate did not have a positive reception of the motion.

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## Digital Tenure Binders

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AVP Elena Bubnova joined today's meeting to discuss the digital tenure binder and ways that IT can support this project. The committee decided to do a needs assessment before further discussion and decisions occur. Marynia will send an email to the deans and department chairs in the Fall asking for a discussion of each department's needs for a digital tenure binder. The information gathered will allow the committee to discuss further details and solutions with IT. Marynia also tasked the committee members to search and gather information about how this process is executed at other institutions using digital binder submission.

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## Deans'/Chairs' Visits on Canvas

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The committee plans on further discussion of the deans'/chairs' visits on Canvas in order to create equity between the in-person classroom visits/access to class materials and online classroom visits/access to class materials.

## P/T Clinical and/or Lab Instructor Evaluation Form

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This form was discussed and the committee recommended to remove the P/T from the form, so that it can be utilized for both part-time and full-time faculty.

### New Business

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**Next Meeting:** Fall 2022

**Meeting adjourned:** 11:31 a.m.