

**Faculty Affairs Committee Meeting Minutes**  
**25 March 2008; 2:00 pm, 1270 FAB**

Present: M. Brockmeyer, K. Browne, W. Crossland, M. Sengstock  
Absent with notice: M. Amjad, S. Calkins (Administration Liaison), D. DeGracia (Policy Committee Liaison), M. Hamre, L. Keashly, P. Kernsmith, B. Markman, A. Popadic, K. Padmanabhan, E. Puscheck.  
Absent: G. DeBlase, G. Kuhn, R. McIntyre (AAUP/AFT Liaison), R. Parnell.

**Agenda**

The meeting came to order at 2:05 pm.

1. *Approval of Minutes of 19 February 2008 meeting of the Faculty Affairs Committee*  
Approved.
  
2. *Retirement Forum*
  - a. *Comments on forum*

The forum went very well, there was a good turnout (80 or more), good presentations by the retirees and others and many questions from the audience were answered by the forum panel. The chair thanked the committee members for their help securing panelists, preparing for and helping at the forum.
  
  - b. *Feedback*

We received feedback forms from 38 attendees. In the written comments, several attendees thought the information on healthcare was the topic of greatest interest, while others found the retirees' stories to be most interesting. Of the 35 people who rated the forum, 25 rated it either 4.0 or 5.0. Overall, the forum was rated 3.7/5.0 (5.0 was highest score). An e-mailed comment suggested that the baby-boomers see retirement as an opportunity to start a new career. WSU might consider them as a potential pool of students. There seems to be interest in addressing financial topics related to retirement in a future forum. The widespread interest in the forum may suggest that people feel comfortable when the university is providing information on topics of personal or professional development through the Academic Senate.
  
  - c. *Final report*

The final report on the forum (already circulated to the committee) has been passed on to the Policy Committee and Senate President. Recommendations growing out of the forum have been sent separately to the Policy Committee and Senate President. The Policy Committee/Senate President will consider passing on some of these recommendations to the Office of the Provost.
  
3. *Electronic SET issues*
  - a. *Comments/corrections/additions to draft report*
    1. A revised version of the draft report, including some updates from Tom Wilhelm, was circulated to the committee at the meeting.
  
    2. One problem addressed by the report was that of students in distance-learning courses using electronic SET giving lower ratings to faculty because of technical problems beyond the instructors' control. The committee pointed out that all courses are subject to this problem because we all have materials online. It might be more appropriate if the university included a question(s) addressing electronic media used

during courses. Furthermore, the committee noted that any changes in the SET form need to be approved by the Joint Committee on Student Evaluation of Testing.

3. Regarding the submission of student rosters for online courses, the Testing Office can populate the rosters upon request from the instructor. The committee wondered why this process is not done automatically and passed on to the instructor without waiting for a request.
4. Regarding the lower response rate, the committee felt that it was a greater concern than the quality of written comments because the SET summative items are used in salary, promotion and tenure considerations while the written comments or diagnostic items are not usually used.
5. Regarding the timing of giving the SET evaluations, the committee noted that students in online courses can finish early. It would be a great help if the window for performing the SET could be set up individually by the instructor to capture these students' evaluations.

b. *Other considerations for this issue?*

None were brought forward. (Prof. Browne left the meeting).

4. *April meeting: Tuesday, 4/15 at 2:00 or Wednesday 4/16 at 10:00 in 1270 FAB?*

Tuesday would be better for those attending today.

a. Ask Dean of Students/designee to speak on Respect Pledge initiative.

Not discussed.

b. Draft of FAC yearly report to Senate

Not discussed.

5. *Other business*

None.

6. *Adjourn*

Meeting adjourned at 2:45 p.m.