

Faculty Affairs Committee
September 29, 2015

Present: renée hoogland, Abhijit Biswas, John Vander Weg, Ellen Tisdale, Sokol Todi, Krista Brumley, Abdulrahman Suleiman

Absent with notice: Poonam Arya, Deborah Walker

Absent: Frances Brockington, Daniel Golodner, Elizabeth Puschek, Linda Beale

The meeting was called to order at 10:06.

Approval of minutes of April 29, 2015

Determination of issues to tackle this semester got somewhat derailed by the need to discuss an urgent topic, i.e., the changes in the timeline of administering the SET in Fall 2015. Cttee. discussed the documents provided, i.e., the original announcement of said changes in a letter to SET coordinators from Andrew A. Ura (Testing, Evaluation, and Research Services), and Lou Romano's (President of the Academic Senate) response in a memo (Sept. 4) to Provost Winters. Both documents had been sent to all members of the senate by the Senate President earlier.

After extensive discussion the cttee. agreed to send the following memo to Lou Romano (&Policy) (rch did so on Oct. 5, after gathering feedback from cttee. on draft):

The members of the Faculty Affairs Committee have discussed the recently announced change to the administration of the Student Evaluation of Teaching.

We are troubled by the move of the window for administering the SET up to November 16-30, 2015, for two reasons:

First, an early administration means that the evaluation will not include the concluding class sessions, when, in many cases, the various threads of study and thought are pulled together. Students may well negatively assess the class at this earlier moment, feeling that there is too much "unfinished business" left. Additionally, in team-taught classes, it may very well happen that one of the instructors has only offered one or two lectures, or not even contributed to the course yet, by the proposed deadline. This may have a negative effect on comprehensive assessment by her/his students.

Second, an early administration of the SET will interrupt the flow of the final weeks of class when crucial work still needs to be done, whereas the last day tends to be a wrap-up session in most cases.

We propose that the deadline for administering the SET in the classroom be extended to December 7, 2015, which will add a full week to the evaluation period. We furthermore strongly suggest that the pressure on the SET office be alleviated by adding additional

personnel during the busy end of the semester period, if need be in the form of a “seasonal” hire.

The SET timing discussion raised a number of “issues” that cttee. agreed to discuss in future meetings:

- Timing/processing problems SET scores and departmental decisions re: merit raise and tenure and promotion; Chairs’ and depts.’ tardiness in sending in SET forms
- Online/hybrid SET administration
- Pressure on SET office during “rush hour” end-of-semester season
- Use of SET scores as instrument to determine merit raises, T&P, faculty awards

Additional topics to tackle this semester:

Cttee. concurred that the following are the most urgent:

- Faculty Mentoring—JvdW asked for support with the Survey, since the grad student he was working with has left WSU. KB will scout around for a potential substitute in her department.
- Graduate Faculty Status—JvdW will provide documents on this
- Peer Evaluation of Teaching (PET)

AS requested discussion of Open Source proposal at next meeting.

The meeting was adjourned at 11:30am.

Date for next meeting: **October 28, 2015, 10am.**

Respectfully submitted,

renée c. hoogland, Chair