**Evaluation Committee Meeting**

**Minutes**

**Wednesday, November 6, 2013**

**EIT # 201**

**Present:** Lynette Macfarlan, Stephanie Davis, Heather Steel, Mardell Wilkins, Clint Kelly, Hang Nguyen, Frank Sawyer and Sarah Lino

Stephanie Davis opened the meeting with an agenda review. The committee addressed the following topics during the meeting: Revising the Administrative Evaluation Process, Adjunct Evaluations and Making Adjustments to the Assessment Role in the Faculty Evaluation Process.

1. Mardell Wilkins provided the committee with an update on the progress of revising the Administrative Faculty Evaluation process. The following was discussed:

* The subcommittee will meet with Lynette Macfarlan and Stephanie Davis on November 8, 2013 in the Foundation Conference Room to establish a “plan of action” for the revision of the Administrative Evaluation System. During this workshop, initial steps will be taken to create a framework for the system which may include: definitions for ratings, establishing roles, indicators of performance, a rating system and weights. The committee will also review evaluation systems from UNR, CSI and George Washington University. The overarching goal is to present the document to Faculty Senate in April or May.
* Mardell stated that the Administrative Faculty members will use their present system for this year.

1. Stephanie distributed the present Adjunct Evaluation forms. She noted the importance of revising the form to support on-line instruction. It was also discussed that the present form is outdated and does not meet present-day expectations. Heather Steel noted that the evaluation form does not address elements of instructional delivery. The consensus is as follows:

* The committee agreed that it was essential to revise

The Adjunct Evaluation process. Heather agreed to request Adjunct Evaluation forms from other colleges to assist our committee in the overall revisions.

1. Lynette presented the *Assessment* page from the Faculty Evaluation system to the committee. The purpose was to point out that necessary changes were needed in order to afford faculty the opportunity to receive an *Exceptional* rating. The following was decided:

* The committee unanimously agreed that the revisions were necessary. Mardell suggested that we contact Mike to determine how the changes could be made since the programmer who created the system was no longer employed by GBC. Frank asked that Lynette and Stephanie send him a work request for the requested changes. He stated that he needed to explore the possibilities of making the changes before he could provide the committee with a definitive answer. The committee members all agreed that the corrections should be made in order to support an equitable system for all faculty.

The next meeting will be held on December 4th at 9:00 AM in EIT #201.