**Evaluation Committee Meeting**

**February 5, 2013 9:00am – 10:00am**

In attendance: Lynette McFarlan, Stephanie Davis, Mardell Wilkins, Sarah Lino, Clint Kelly, Hang Nguyen. Guest: Steve Theriault

Steve Theriault reported on the updates regarding the Merit Plan.

* The issue of the deadline for the evaluation was discussed. It has been determined that neither moving the student evaluations to Week 9, nor changing from an academic to a calendar year would solve the problem. It was recognized that this is a Senior Administration issue, not a merit pay issue.
* It has been proposed that the student evaluations be moved from weeks 14-15 to weeks 13-14.
* The timeline for evaluations will be removed from the merit plan.

Mardell reported on the work of the Administrative Evaluation Sub-Committee

* Presentations are being made this week to various departments.
* Departments are being asked for input on the evaluation form itself, on the questions of whether or not to change to a calendar year (which question is now moot based on Steve’s update), and whether or not weights should be included in the form.
* Presentations do not include policies, just information on the form.
* Employees are being encouraged to have a job description in order to complete the evaluation.
* So far the departments are split as to whether or not to use the form with weights.
* Almost all feedback from departments has been extremely positive.
* The forms will not be submitted electronically, but will be filled out online and then printed off.
* The evaluation is still fluid but is nearing completion and will be ready for a verbal and written report to Faculty Senate in March.

Stephanie and Lynette discussed the need for updated evaluation forms for field work classes.

* The committee agreed that a narrative evaluation might work better than the current one. The narrative would not be included in the computation of scores, but would be seen by Mike.

Upcoming: policies and procedures for the teaching faculty evaluation need to be addressed. Tom Reagan is looking into this.