**Evaluation Committee Meeting Minutes**

**October 1, 2014**

**11:00am – 12:00pm**

In attendance: Stephanie Davis, Hang Nguyen, Clint Kelly, Lora McCarty

Absent: Mardell Wilkins, Lynette MacFarlan

* Reviewed information about fitness policy with committee
* Discussed work done by sub-committee on new evaluation form
	+ Question raised: What if we want to serve on more than one committee but Faculty Senate Chair denies request?
	+ People want to get credit on the evaluation form for all of their extra activities. Is this possible?
	+ Perhaps we need to get examples from each department of what they are doing so we can make sure it’s in the new evaluation.
	+ Need to be able to change goals and weights throughout the year with supervisor approval similar to admin faculty
	+ The point was made that face-to-face classes should be weighted the same as IAV and online classes in eval
* Discussed instructions we need to create for current evaluation form
	+ Instructions need to include how to assign weights
		- The weighting should be based on the impact it has on your score, not on how much time you spend on the activity.
	+ Also need to include the need to document, narrate and upload supporting evidence for allotted points
	+ Need to have 2 sets of instructions, one for the weights and one for completing the evaluation
		- First set should include how to set weights and descriptions of the roles from Lynette’s power point.