**Evaluation Committee Minutes**

Tuesday, February 15, 2011

9:00 am -10:00 am

**Faculty Members Present:** Sharon Sutherland, Lynette Macfarlan, Laurie Walsh, David Ellefson and Karen Martin Excused: John Cashell

Lynette reported that she attended a meeting with Dr. McFarlane and Bonnie Hofland to discuss the revisions that were made to the Department Chairs’ evaluation forms. Dr. McFarlane accepted the changes and agreed to take the proposed changes back to President’s Council.

During the meeting, Dr. McFarlane expressed concern regarding the supervisors’ inability to write a narrative. He requested that the committee add a narrative box to the Grand Total page for the purpose of providing a narrative overview for individual faculty members.

The committee asked Lynette to present the idea of adding a narrative box for supervisors at the next Faculty Executive Senate meeting. In order to approve a narrative box, the committee felt that additional faculty recommendations would be valuable before making a decision.

The committee is waiting to hear from the Personnel Committee in order to proceed with any changes to the tenure-track process.

Lynette and Laurie are working on the policies and procedures for the evaluation system.

The Grand Total percentages for the evaluation process will be discussed in detail at the next meeting.

Lynette, Sharon, and David will be meeting to continue to work on the tenure-non-teaching evaluation forms.

***Submitted by Committee Chairs, Lynette Macfarlan and Sharon Sutherland***