**Evaluation Meeting Minutes**

**October 29, 2014**

**11:00am – 12:00pm**

In attendance: Stephanie Davis, Hang Nguyen, Lynette MacFarlan, Mardell Wilkins, Clint Kelly, Lora McCarty Visiting: Janie Moore

1. Janie: Adjunct Faculty Sub-Committee is working on creating a job description for adjuncts. Will be a 1 paragraph summary of teaching role.

They are waiting to see what the final teaching faculty evaluation looks like in order to proceed.

They will have a guidelines and instructions sheet, in order to remind the Deans and VP’s about the procedures for observations etc.

Departments are responsible for the original copies of the adjunct observations.

There is an NSHE proposal to complete observations every 4 years instead of 5.

1. Discussion of Faculty Evaluation
   1. Summary of meeting with sub-committee
   2. Lynette discussed weights and pros of impact weights
   3. Need to find out what Mike and Deans think about impact weights
   4. Need to be able to meet with both sub-committee and committee to facilitate communication