MINUTES
Faculty Affairs Committee
April 12, 2018
2:30 p.m. 411 Axinn Library

Absent: Francesca Cassio, Conrad Herold, Maureen Houck, James Sample, Elisabeth Schlegel,

1. **Approval of minutes from March 16, 2018**

The minutes were approved.

2. **Teacher of the Year: Adjunct**

Although we were not able to get this passed through the committee in time to have an Adjunct award this semester, the process will be in place for the next voting session in 2019.

3. **Deputy Speaker/Officer for Elections and Recruitments**

Donna Balson reported that the SEC had sent this item back to the FAC for further explanation. The committee continued discussion on the topic.

NOTE: In the SEC meeting on April 30, although it was agreed that it is necessary to appoint a faculty member as Chair of SCREAN, it was resolved that the current Speaker would be invited to the SEC for questions on the Speaker’s duties and the need for a deputy. The two issues, SCREAN and Deputy Speaker, seem difficult for the SEC to view as separate.

4. **Pilot program for an electronic delivery system for CTRs**

The committee continued discussion of this process. The planning and establishment of this pilot program will be carried over into the new academic year. Pick vendor for Spring 2019 pilot.

5. **Peer evaluations for online courses**

The committee continued discussion of this process. A consensus was reached that the individual professor should be able to decide which portion of her online class should be observed, and would be able to provide supplementary materials to the observer to illustrate any preparatory and/or follow-up methods to the online module. As stated in the Minutes from our March 16 meeting, the committee felt that the process outlined in FPS #46 can be used for online evaluations. Further discussion will be carried over into the new academic year.

The meeting adjourned at 3:30 p.m.