

FACULTY EVALUATION COMMITTEE MEETING MINUTES

November 12, 2008, 1500 hours

Members Present: Mark Rowh, Rudy Bratcher, Sabra Gore, Judy Johnson

Welcome All Members

Rowh, Chair, welcomed attending members and provided them with a committee member list for the 2008-09 academic year.

Purpose of Committee

Rowh provided members with a purpose statement: to monitor the Faculty Performance Review Program and make recommendations to the Vice President and Dean of Instruction for revisions.

Old Business

Rowh provided the members with an historic overview of the committee's work:

2006: The committee revised the pencil/paper version of the Student Evaluation of Instructor Performance Tool after researching the tools that were used from other colleges and universities. The new instrument was approved by the Vice President and Dean of Instruction. Additionally, the student evaluation tool for online classes was revised and accepted.

2007: The committee embarked on a project to do a pilot for testing online delivery of student evaluations. Members asked instructors from their areas to agree to have their students in the seated classroom to access a devised tool that was placed within myAC so that the pilot tool could be tested and the results analyzed. Eighteen class sections from the English department were selected, as well as six sections from the Allied Health Division. Out of twenty-four sections, only five sections actually participated. The pilot failed. Committee members agreed that a lack of data or low response rate skewed the data. Members suggested that a new portal for supporting myAC may be helpful in the future.

New Business

New Tracker System: Amarillo College has purchased new equipment to scan the pencil/paper version of the Student Evaluation of Instructor Performance Tool. The system also records handwritten student comments, saving time for administrative assistants and classified employees, who have historically been required to type individual student comments to protect anonymity.

Members were provided with a hard copy of the existing tool, and discussion began to look at the tool closely and possibly change the Form Instructions so that students could understand the form better. Sabra Gore agreed to make revisions and provide them to

members so that they could review them before the next meeting. Members also decided to ask instructors within their divisions to look at the existing tool and make suggestions about word changes within the evaluation that might guide students to understand the tool better so that instructors could be rated fairly.

Adjournment

Meeting was adjourned at 1600 hours.

Next Meeting

November 21, 2008, 0900 hours.