

Faculty Assembly Steering Committee Minutes
March 17, 2005

Present: Valerie Bryan, Marta Cruz Janz, Mary Lou Duffy, Paul Peluso, Barbara Ridener, Yusra Visser, Dale Williams

1. Welcome/Announcements
 - x Next meeting Friday, April 1, 10am.
 - x Meeting called to order at 10:18.
 - x Several meetings this week of a task force on the Dean's evaluation. Dean will be evaluated by chairs, associate deans, faculty, other deans, and provost. At the end, the provost will share results with the faculty. It is with Sharon Ronco to conduct a content analysis to make sure they are balanced and not duplicates. Unsure whether it will be hard copy or online.
 - x Meeting on the retreat tomorrow, initial planning session. 11-12:30. David Emick would be a good speaker.
 - x Membership survey has gone to Andrew and he is putting it online
2. Approval of minutes
 - x Motion to approve – Mary Lou, seconded – Val; vote – approved
 - x EPI and other updates need to be made to matrix
 - x Marta – recommended change in wording from who take the time to attend to who attend
3. DDC motions
 - x (1) doesn't need a motion
 - x (4) motions on membership would be based on results of membership survey
 - x (5) ask DDC to alter the wording since merit and equity are currently separate and who to send this to
 - x (6 and 7) the PIs aren't getting percentage of their indirect funds,

know this. Should IEA have this? It will be brought to the Dean after clarification of what is desired to then bring forward to IEA.

- x (11) Constitution says one week, we must meet two weeks prior.
 - x (12) will abide by the Constitution and will schedule the meetings for the year. Make a recommendation to the Dean that a yearly calendar of meetings is created.
 - x (13) is this within our purview to appoint to the task force? We could ask departments that use them for feedback. The committee is asking how the process is playing out over time. Do we ask DDC to move that an ad hoc committee is created to investigate how the CTI process is working out and what strengths and areas for review are? There could be two levels, one within the college and one that looks at instructors in other colleges.
 - x (14) this has been done
 - x (15) this would require a Constitutional change and it must be moved at the meeting. It must also clearly specify who is affected.
 - x Continuing Concerns questions
 - i. New programs or course proposals go to the undergraduate and graduate program committees. The process is on the SCN form that can be found on the faculty website for the college.
 - ii. Is there a way to know courses offered in multiple formats are equivalent? This is a concern that should be looked at but we are unclear how.
4. Officer nominations
- x Nominations currently open, let Dean know if you have or receive any
5. Faculty Assembly Evaluation
- x Yusra – shared annual evaluation that work was begun on at the end of last year.
 - x Dilys suggested conducting a similar type of evaluation to get feedback of perceptions of performance.
 - x Yusra can work on having an evaluation online and capturing the data but would like the committee to agree on what is asked and how it is asked.
 - x The evaluation should provide constructive feedback for future officers.
 - x May be begin with the items that are of high priority and status of whether the item has been satisfied or those that still need addressed.
 - x Evaluation was discussed, Yusra took notes on revisions will create a draft and distribute for feedback.
6. Policies & Procedures subcommittee
- x We need people to serve. Many thought that Cindy was going to