

**Faculty Evaluation Committee**  
**Meeting minutes January 12<sup>th</sup>, 2009**

**Present:** Janice Miller-Young, Brian Traynor, Cecilia Sessarego, Geoff Owens, Manuel Diaz-Avila

1. Service Categories for the Annual Report. What types of service activities may be missing from the current categories in the annual report? It was observed that the majority listed seem to be internal and it is unclear to what degree volunteer work can or should be included as a service. For example, volunteer work for organizations relevant to a faculty member's academic discipline. Also noted was that there seemed to be some overlap between the three areas (service, scholarship, teaching). The Research and Scholarship Advisory Committee, of which Manuel is a member, had a recent discussion of this issue. This group did compile a list of ideas for inclusion into the Service category and Manuel will retrieve and send this list to the group for inclusion in the minutes (see end of document). The initial discussion of possible missing services included: volunteer service for organizations relevant to academic disciplines (there doesn't seem to be a clear line as to when volunteer service falls into this category); external curriculum advice or assistance; external service at other academic institutions; media interviews; and, student supervision. FEC will be asked to communicate via e-mail to send forward more ideas.

2. Presentation. The group is scheduled to provide information at the MRFA meeting on Monday January 26<sup>th</sup>. This will focus on the work that has been done with Lee and the possibility of a joint presentation will be pursued. Brian and Janice will attend on FEC's behalf. Brian will contact Lee before the meeting and will try to set up a pre-meeting to quickly discuss any updates or issues along with the presentation.

3. Monthly updates. All committees that report to the MRFA will be providing updates of their activities. This will be done through Chantelle Anderson. Likely the easiest way is to add monthly minutes to an ongoing timeline for FEC which would provide a summary of the activities to date and allow for a quicker writing of the annual report. Brian has already started this process and the presented the results: "FEC: Fall 2008 Activities and Accomplishments". This document outlines the membership and describes and lists activities starting with the August 2008 meeting. Each minute taker will add to this list after compiling the minutes. A brief or capsule version of the minutes should suffice.

4. Next meeting: February 9<sup>th</sup>. Before this meeting Bruce Ravelli will contact us with a draft of the work done so far on the new Faculty Annual Report.

**Attachment:**

**Items of Service Scholarship from the Research and Scholarship Advisory Committee :**

Serving as reviewer/editor to professional journals/conferences

Textbook editing/peer review

Serving on external curriculum panels and committees

Serving as an external assessor for promotion of candidates at other universities

Facilitation/supervision of novel scientific research performed by upper year students in teaching labs

Graduate student supervision

Contributing to the high school curriculum

Discipline specific outreach programs

Thesis examination committee

Media interviews

Academic event organization

Research Administration