

**Faculty Evaluation Committee**  
**Meeting minutes December 11, 2008 3:35pm**

**Present:** Cecelia Sessarego, Janice Miller-Young, Geoff Owens, Pat Kostouros, Brian Traynor, Alana Gieck, Manuel Diaz-Avila.

**Invited:** Brenda Hendrickson and Lee Easton.

**Annual Report**

Brenda Hendrickson (Dean, Faculty of Health and Community Studies) and Lee Easton (negotiating committee) attended the meeting to give feedback on the survey information collected by the committee regarding the Annual Report Form.

They found the inquiry done by our committee helpful and as a result of it they develop a Draft Annual Report which was presented at this meeting. Some of the feedback presented to Lee and Brenda regarding the draft included the following points:

The form will not be suitable or will not include enough detail for evaluating ADC staff, Counselors and Librarians.

Under the Credit Courses Taught Tab, it should include the option of which courses the instructors want to report on from the ones that have been evaluated. In addition, there should be a section regarding the delivery and style of the course such as single taught, team taught, collaboration, portfolio, online course, distance teaching, conservatory and broadcasting.

Under the category of which activities you undertook, a Performance and Artistic clause should be included and an option to expand on some of these categories should be included.

Also it was discussed that the draft report needs more work under the Service category.

**Actions:**

- The Faculty Evaluation Committee will work on the Service Categories and divide them into Internal and External. For the January 12<sup>th</sup>, 2009 FEC meeting, there will be a brainstorm of which activities should be consider as service and classify them as internal or external. The summary of the service activities will be sent to Lee and Brenda by January 16<sup>th</sup>, 2009.
- Brenda and Lee will record the suggested changes discussed above and implement them in the Annual Report. Once this is done, it will be sent to FEC to review.
- The FEC will be involve in testing the Annual Report as a pilot and give feedback on it.

## Annual Report Timeline

- In January, Lee, Brenda and the FEC will present the Annual Report Form at the MRFA meeting.
- The Annual Report Form will be presented at the Tenure Granting Group meeting on January 23<sup>rd</sup>, 2009 and to the Deans Council by Brenda and Lee.
- In February the form will be presented at the Chair's Council.
- In March, the FEC will use the Annual Report Form as a pilot program to provide feedback.
- A Pilot project will be broadly run during May and June.
- During the months of August and September feedback from the Deans and the formation of focus groups will take place.
- Final changes will be made from September 2009 to February 2010.
- During the month of March of 2010 ratification from MRFA is expected.
- By June 2010 it should be fully implemented.

## Next Meetings

January 12, 2009	at	9:00 am at the Faculty Centre
February 9, 2009	at	9:00 am at the Faculty Centre
March 9, 2009	at	9:00 am at the Faculty Centre

**Action:** Cecilia will be booking a room for those dates