

College of Education
Policy Council Meeting Minutes
 12:30-2:30 PM, Wednesday, March 16, 2016, EBA 347

Bold means Present; *Italicized means arranged a proxy*
 2/3 of elected members required for quorum (11 elected members total)

Alfaro, Cristina (DLE)	Kraemer, Bonnie (SPED)
Bredvold, Marilyn (Staff Rep.)	Gallego, Margie (STE)
Butler-Byrd, Nola (CSP)	Lozada-Santone, Patricia (Student Rep.)
Duesbery, Luke (STE), Co-Chair	McClure, Mendy (Lecturer Rep.)
Farnan, Nancy (Dean's Office)	Taylor, Brent (CSP), Co-Chair
Frey, Nancy (EDL)	Tucker, Mark (ARPE)
<i>Ritblatt, Shulamit (CFD)</i> <i>Vanja Lazarevic</i>	IVC Rep. (Vacant)
Johnson Jr., Joseph (Dean's Office)	

Quorum was reached.

Welcome and Introductions

1.0 Approval of Agenda

McClure moved to approved; Lazarevic seconded by.

2.0 Approval of Meeting Minutes of February 17, 2016

Butler-Byrd motioned to accept; Lazarevic seconded.

3.0 Old Business

- None

4.0 New Business

- COE RTP Policy Revisions
 - Item tabled as University Senate has not finalized new policy. Butler-Byrd suggested that cultural competence and cultural proficiency be included in revised language for COE when Policy Council does re-open this section of the Policy.
- Frequency of Periodic Evaluations for Temporary Faculty
 - Discussion ensued about the heightened value of teaching in COE. It was noted that teaching composes the entire job responsibility of lecturers, and that as such it seems logical that our college would review those on three-year contracts annually. It was also noted that those who hold a three-year contract have taught

for at least six years (and have therefore been reviewed every year.) The PC suggested that the language of the policy should reflect that departments with lecturers on three-year contracts could choose to evaluate them at the third year, rather than annually. Additionally, we should include language that reminds chairs to document interim progress, achievements, and any difficulties a three-year lecturer is experiencing. The Executive Committee (Taylor, Kraemer, Frey) will draft language and share it at the April meeting.

- Student Evaluations
 - The Senate has approved a new student evaluation end-of-course instrument, which will contain university-wide questions beginning in Fall 2016 (these university-wide questions are listed below.) Colleges are charged with finalizing their instrument and submitting this to the formbuilder on WebPortal by October 1, 2016.

1. QUANTITATIVE QUESTIONS: Three standard questions required by Senate policy:

- Rate the instructor's overall organization and presentation of the course material.
- Rate the instructor's focus on the student learning outcomes listed in the syllabus.
- Rate the instructor's teaching overall.

Space for up to ten additional quantitative questions (optional) to be determined by the academic unit. A uniform quantitative answering scale: 1 = poor, 2 = below average, 3 = average, 4 = good, 5 = excellent, NA/Does Not Apply

2. QUALITATIVE QUESTIONS: Two standard questions required by Senate policy:

- --What were the instructor's strengths?
- -- In what ways might the instructor improve this course?

Space for up to one additional qualitative question (optional) to be determined by the academic unit.

3. DEMOGRAPHIC QUESTIONS: A standard package of three optional demographic questions:

- --I am a [*select from drop down menu*: freshman, sophomore, junior, senior, master's student, doctoral student, certificate program student].
- --This course satisfies a requirement for my [*select from drop down menu*: major, minor, general education requirements, certificate program, graduate degree, elective].
- --My overall GPA is [*select a GPA range from drop down menu*]

Space for up to two additional or alternative demographic questions to be determined by the academic unit.

- Guidelines for Use of Assigned Time
 - The COE has relied on coding systems for assigned time that is arguably less reflective of the work done, and is at times inconsistent. The Dean's Office is working with program coordinators and department chairs to align the use of assigned time. The Dean will work with Chairs to create job descriptions for program advisors, program coordinators, and others who are using assigned time. The intent is to ensure that there are more transparent practices to promote fairness and consistency within and across departments. The Dean will work with chairs to develop a compendium of job descriptions and suggested units.

5.0 Announcements from the Dean

- US News and World Report is releasing information today. Our College of Education is ranked as #51 among public universities. Last year we were #54!

6.0 University Committee Reports

- none

7.0 College Committee Reports

- The Office of Faculty Advancement/Recruitment and Retention of Underrepresented Faculty Working Group Task Force is proposing recommendations for promoting the hiring of faculty of color. These recommendations include designating six assistant professor hires per year as Building Inclusive Excellence nominations. Butler-Byrd noted that while there are many merits, that at the same time it might not serve COE as well as other colleges because we have a higher percentage of faculty of color than the University. The Dean noted that the Department of School Psychology is an exemplar in this field.

8.0 Adjournment Meeting adjourned at 2:33 PM

Respectfully submitted by Nancy Frey