



# Faculty Governance Council

August 3, 2009  
12:00PM to 2:00PM  
Dean's Conference Room (4307, HPNP)

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**Members:**

Dr. Renee Rose (Chair, DCEE), Dr. Michael Meldrum (Senator, PD), Dr. Mike Katovich (Senator, PD), Dr. Richard Segal (Senator, POP), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Dorette Ellis (PD), Dr. William Millard (Dean's Office), Ms. Deborah Bambarola (ORGS)

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## AGENDA TOPICS

- + Accept minutes from the May 18 meeting. There was no meeting in June or July.
- + **Announcements:**
  - o Welcome: Veronika Butterweck and Dorette Ellis
  - o Outside Activity Report now included in the Annual Evaluation letters
  - o Renee out on leave in August for 12 weeks: Sven Normann will attend for DCEE in her place
  - o Monthly meetings will start in September
- + **DCEE Policy Manual**
- + **Policy Manual: Next step**
- + **Feedback forms**
- + **Analysis for peer review of teaching**
- + **Internal T&P check off list**
- + **Vote for a new chair**



# Faculty Governance Council

Minutes from August 3, 2009

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**Attendees:** Dr. Renee Rose (Chair, DCEE), Dr. Mike Meldrum (Senator, PD), Dr. Mike Katovich (Senator, PD), Dr. Richard Segal (POP), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Dr. Dorette Ellis (PD), Dr. William Millard (Dean's Office), Ms. Deborah Bambarola

**Absent:**

**Guests:** 4 students

✚ **Accept Minutes:** Meeting was opened at 12:00pm in room 4307 with the minutes from the May 18, 2009 FGC meeting being approved as recorded. There was no meeting in June or July.

✚ **Announcements:**

- The committee welcomed Dr. Veronika Butterweck and Dr. Dorette Ellis as the newest members of the committee.
- Dr. Renee Rose announced that the Outside Activity Report will now be included in the Annual Evaluation Letters.
- Dr. Renee Rose will be out on leave for 12 weeks starting in August and Dr. Sven Normann will attend the FGC meetings in her place as the representative for DCEE.
- Regular monthly meetings will resume again starting in September.

✚ **Policy Manual:** The policy and procedures manual has been reviewed and updated. The DCEE portion of the policy manual has been review but will also be looked at to see if can be incorporated in to the college policy manual either in part or to combine it in full. Mr. Tom Munyer will speak with Mr. Mike Brodeur about removing the procedures from the policy manual which would include specific names of people since people change. The committee unanimously voted to bring the policy manual to the executive council for approval after Tom speaks with Mike.

✚ **Feedback Forms:** The feedback forms will be used to evaluate the members of every college committee. One form is used by the members to evaluate the chair and the other form is used by the chair to evaluate the members of the committee. It was agreed upon that the forms should be done on a yearly basis. Dr. Mike Meldrum will talk to Ned about making this available online. At this time students and non-faculty members of the committees will not be asked to evaluate the committee members because at this time there is no way to track the responses from non-faculty members. There was some discussion as to where the information from these forms will go. The Committee Faculty Performance form responses will go to the department chair of that faculty member being evaluated. The Committee Chair Evaluation form responses

will go to the FGC committee chair then a summary will go to the department chair of that faculty member who will provide comments and feedback in the faculty member's annual evaluation letter.

- ✚ **Internal T&P Check-off List:** A T&P check-off list was created because it wasn't always clear as to when, if or how long a faculty member had to review and respond to comments on his/her packet. The form was reviewed during the meeting and a few suggestions were made to add a column for the faculty member to initial off on, to include a space for the faculty member's name and to add the wording within 5 days of assessment so it's known when the starting point is. Dr. Mike Katovich will make the changes and have the form ready for the next T&P meeting which is scheduled for August 5. The committee voted to approve the form with the noted changes.
- ✚ **Peer Evaluations:** Dr. Richard Segal went over the data he had after researching how often faculty have had a peer review done. A formative and summative peer review should be done about every 3-4 years, and usually a summative review is done before any big event such as a promotion. According to his data, most faculty were not compliant in having either evaluation done. He will contact each department chair and see if this is still a good process.
- ✚ **New Chair:** It was time to vote for a new chair. There were two nominations for the chair position. Dr. Mike Meldrum nominated Dr. Richard Segal and Dr. Renee Rose nominated Dr. Mike Katovich. By way of written vote that was collected and tallied by Dr. Bill Millard the new chair is Dr. Richard Segal.

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Meeting adjourned at 2:00pm.