

CALS Faculty Council meeting, 2 March 2017

Present:

Roger Dahlgren, Nancy Driscoll, Charles Gerba, Melanie Hingle, Matthew Mars, Ed Martin, Jean McLain, Marc Orbach, Sadhana Ravishanker, Steve Smith, Robert Steidl, Patricia Stock, Jennifer Teske, Richard Wood, Muluneh Yitayew

1. New Business

- a. Associate Dean Staten discussed a variety of issues related to instruction within CALS [documents provided within Faculty Council BOX folder]. Topics included:
 - Background information on the development of draft [guidelines for the appointment to and promotion of Professors of Practice](#). These were developed largely by the Bart Cardon Fellows and have been approved by the Provost. Apparently, the Faculty Council (FC) represents the next step in the approval process for these guidelines. **Action:** Steve asked the FC to distribute the guidelines to their faculty colleagues for input so that the Council may discuss this in our next meeting (27 Mar).
 - **Evaluating instructional quality** [[Eval and peer review of teaching](#)]. Dean Staten expressed that some units have relied too much on TCEs and that other tools should be used. The report of the [University's Task Force on Teaching Quality](#) is now available and could be very useful as faculty address instructional quality although how it will be used has not been determined. The FC could play a role in recommending how this is used in CALS. The Office of Instruction and Assessment (OIA) has a variety of tools for improving instructional outcomes. Included among this is the [Peer Review of Teaching Protocol](#), which is being increasingly used in CALS, and that Dean Staten believes should become a key component in P & T evaluation. Individual units are encouraged to utilize this protocol. The Cardon Fellows will also be holding a workshop with Ingrid Novodvorsky of OIA on 14 April (11:00 AM-1:00 PM) dealing with peer review of teaching that will consider this protocol. Details will be provided soon. Dean Staten also reported that materials provided to external P & T reviewers often have not include sufficient information related to instruction to permit evaluation of the breadth of a candidate's accomplishments. He urged the FC to work with Unit's P & T committees to rectify this problem. In response to a question, Dean Staten explained that he did not believe it was appropriate for criteria used in instructional evaluation to be uniform across units in CALS. It should be possible to use the protocol to evaluate on-line and laboratory based instruction, but may be less useful at present for instructors involved in hybrid courses or independent study or internship experiences.
 - **Improving instructional quality** [[Resources for teaching in CALS 2-27-2017](#)]. Assistant Dean Jim Hunt is the key contact person in this area in CALS administration. He is especially helpful in the development of on-line instruction and manages the [CALs Summer Teaching Institute](#) (15 May-2 June 2017).
 - **Determining FTE in instruction.** Dean Staten explained that the Cardon Fellows are working on developing guidelines for making these determinations, a process the FC and others could assist in. This could involve consideration of multiple factors such as simultaneous on-line and in-person sections of a single

course, student numbers, laboratory presentation, and teaching assistance. Course administration versus instruction will also need to be addressed. At present, Unit Heads determine the instructional effort associated with these activities. There is ongoing discussion about the extent to which Unit Heads or CALS administration should be managing instruction and in determining workload guidelines in a college as diverse as CALS.

- **Financial resources for instruction.** Dean Staten provided data on [winter, summer and Outreach College income for CALS units for 2015-2016](#). A 30% CALS “tax” on revenues from this instruction represents the source of income for Venture Funds, which can be used for such things as new course development, equipment, or instructional bridge funds, but not for graduate assistantships. Requests for these funds are submitted to Dean Staten by Unit Heads. Summer/winter/Outreach instruction represents an excellent source of discretionary funds for units, and some units have engaged in this much more than others. Individual units decide how the funds derived from this instruction are distributed within the unit. Policies related to fund distribution exist in some units.
- **Instructional “buy outs.”** In response to a question, Dean Staten explained that under certain circumstances a unit head may permit a faculty member with increased research or administrative responsibilities to reduce their instructional time commitment. Funds to support instruction by a replacement could be derived from the faculty member’s research program or other sources.

- b. The Council discussed development of a “best practices” document to guide Unit Head-faculty communication. Best practices could include but are not limited to:
- Information delivery, such as frequency of unit meetings.
 - Additional tools for information delivery.
 - Improving faculty communication, including that coming from FC members to their unit.

Action: Steve will discuss the idea of a best practices document with Kitt Farrell-Poe when he meets with her on 8 Mar. There may be existing documents of this sort in CALS. If Steve and Kitt agree that such a document would be a good idea, he will work along with Melanie Hingle to develop a draft for review by the FC before our next meeting.

2. Old Business

- a. Communication in CALS. Steve reported that he will continue monthly meetings with Dean Burgess (begun in Feb) and that they may directly address communication issues. Melanie, Ravi and Steve have worked on the draft document and this will be discussed in our next meeting.
- b. APR for faculty. Steve will discuss this topic with Kitt Farrell-Poe when they meet on 8 Mar. The FC may wish to address the merits of developing standardized annual performance criteria for faculty.

3. Next Faculty Council meeting

Monday 27 Mar, 1:30-3:00, Room 307 Forbes.