

Executive Committee
February 10, 2017

NOTES

Present: Kenneth Sullivan, Esma Gel, Jitendran Muthuswamy, Susan Squire
(secretary/parliamentarian), Arun Sen, Ram Pendyala (chair), Marcus Herrmann, Brent
Vernon
Absent: Andreas Spanias, Nadia Kellam, Samantha Brunhaver, Gregg Raupp, Cun-Zheng Ning

1. January Minutes Approval. The January minutes were approved by the committee. For future approvals the Secretary will obtain approvals through Outlook to avoid the quorum requirement needed for voting.
2. Dean's Lecture Series. Megan Smith has not responded to any of our requests to present a Dean's lecture this spring. Her former assistant was contacted for help in getting her to respond. If there is no response by February 20th other potential speakers that are on our master list will be contacted.
3. Faculty Annual Review Process. Ram is working on a draft document. It will include a laying out of the process and a sequence of steps for gathering data. It will also include what the faculty should put together and what the schools should provide. When the new form is completed it will include both the committee score and the unit director score. This will be a process document not a criteria document.

NOTE: During the February, 2015 meeting Dean Johnson charged the Executive Committee to review and suggest revisions to the current Schools' faculty evaluation process. Specifically:

- a. What are the expectations of the annual review process from a faculty perspective (most important)?
- b. What is the potential to streamline the process?
- c. What is the meaning of the scores and weights used on the evaluation form?

It was noted that the purpose of the faculty evaluations (per ACD 506-10) is to: *comply with Board of Regents requirements to encourage faculty to establish goals for continued academic progress; guide decisions about salary adjustments and institute the first step in the post-tenure review process for tenured faculty.*