

PSC MINUTES – November 7, 2016

Present: Jennifer Neighbors, Denise Despres, Garrett Milam, Amanda Mifflin, Matt Warning

1. Minutes from the Oct. 24 meeting were discussed and approved.

2. Complete review of EPDM's proposed departmental evaluation standards.

The committee continued its review of the language of the document (sections IV-V) and came up with final recommendations to bring to the department.

3. Finalize draft memo for the departmental evaluations standards review cycle.

The draft memo for departmental evaluations was reviewed and approved. Neighbors will draft final memo to departments.

4. Address a request for official PSC interpretation of a Faculty Code/evaluation issue.

The committee reviewed the request and determined that the Code does not require the head officer to complete class visits in streamlined evaluations.

5. Discuss experiences with evaluations in team-taught courses.

- a. The committee began the discussion of team-taught course experiences, including discussion of feedback provided by faculty that had experience with team-teaching courses. The committee plans to continue the discussion at the next meeting when Holland and Hamel are present to get their perspectives, as they have participated in teaching team-taught courses.
- b. The next step for the committee will be to take a copy of the current evaluation form and draft edits for the next meeting. The committee will also poll team-teaching instructors for suggestions on how to improve the form.

Meeting adjourned at 3:50 pm.

Minutes by Amanda Mifflin