**Meeting #3 Academic Policies and Personnel Committee**

**Minutes**

November 6, 2014 (9:00-10:00)

GL 157 and ACI 319 (VIDEO CONFERENCE)

**Members present:** Valerie George (Chair, Public Health), Adis Beesting (Secretary, Library), Sharon Simon (CHNS), Clifford Perry (Business), Howard Wasserman (Law), Oren Maxwell (A&S), Ellen Cohn (A&S), Fred Blevens, ((Journalism), M. O. Thirunarayanan (ED), Barbara Watts (CARTA), Gustavo Roig (EG)

1. The meeting was called to order at 9:05 a.m.
2. The agenda was approved without corrections.
3. The minutes of the 2nd meeting on Oct 2, 2014 were approved without corrections.

4. **Motion:**

The Chair, Valerie George, will contact Kathleen Wilson to discuss the Faculty Senate Motion and to ascertain what steps have been taken to implement the instrument**.**

Follow up on Faculty Governance Survey, where do we go from here?

* Valerie met with Howard Holness, (Provost Chief of Staff, Provost) and the team at the Office of Institutional Research; Dr. Hiselgis Perez , Yasmin LaRoche and Adam at to discuss the creation of the survey for online implementation
* It takes 3 minutes to complete the survey.
* Need drop down menu Full Time/Part time and rank as optional fields.
* Correct grammatical error and add a N/A category.
* Plan to administer survey during November.
* Valerie will meet with Kathleen to compose the email to accompany the survey.

5. Discussion on communication with the Provost’s office

Valerie has contacted the Provost’s Office and Elizabeth Bejar will come to our meeting on December 4th.

* Elizabeth can provide insight into another issue, what happens after the Faculty Senate approves a motion?. How is feedback disseminated?

(Trying to investigate the process for the follow-up of recommendations)

6. Request from the President of the Faculty Senate for the committee to review the Faculty Handbook. Discussion on the process for this evaluation, how will the work for this task be done?

* The committee does not see the faculty objection regarding class meeting times as necessarily requiring a full review and update of the Faculty Handbook.
* Objection by the faculty member should be directed to their Dean’s Office or UFF.
* The Faculty Handbook draws all of its material from other policy sources.
* Discussion ensued regarding who is responsible for updating the Faculty Handbook.

**Motion:**

Move to ask Faculty Senate Chair for a more specific directive as to which section of the Faculty Handbook should be reviewed and why. Which aspects are in in current conflict with current practices or need updating? Who is responsible for updating the Faculty Handbook?

**Motion was moved and unanimously approved.**

7. Discussion about invitation to Institutional Research regarding the course evaluation process to answer questions about issues below. Perhaps Meredith Newman could also be invited to this meeting?

Course Evaluations –the process and policies, impact

(How can this be assessed and addressed?)

* Investigate current policies & procedures for course evaluations.
* Issues with different units administering evaluations in very different ways.
* Concerns over low response rate for online courses ensued.
* The voluntary nature of course evaluations was addressed.
* Should there be a standardized policy on how student evaluations are administered and how the results are utilized?
* Need to research where these policies are housed. Faulty Handbook? Online policy site?
* “Future of Online Programs and Online Teaching” at FIU and the evaluation of this effort.
* Committee reviewed Student Assessment of Instruction (SAI) policies as posted on the Provost’s page & OPIR page.
* The Student Assessment of Instruction (SAI) policies on OPIR: http://opir.fiu.edu/saipolicy.htm
* Committee agrees that the stated policies for the administration of the SAI are clear. However, the administration of the SAi among units lacks uniformity and accountability.

**Motion:**

**Move to recommend to the Senate to ensure that faculty & administrators comply with stated policies regarding the Student Assessment of Instruction (SAI).**

**Motion was moved and unanimously approved**

The following items were tabled due to room scheduling conflict and meeting adjournment at 10:00 a.m.

9. Discussion of Proposed Calendar Draft of 2015-2016 & 2016 -2017. Will this be handled with the visit from Elizabeth Bejar at our December meeting?

10. Decision related to providing a library contact be included in each syllabus and hyperlinked in electronically posted syllabi, how should we precede, a motion?

Meeting adjourned at 10:33 a.m.

Respectfully submitted by Adis Beesting, Secretary