

## EPAG Minutes

January 30, 2020

Campus Center 3:00 - 4:30 p.m.

**Present:** Louisa Bradtmiller, Eric Carter (Chair), Terri Fishel, Arjun Guneratne, James Heyman, Joanna Inglot, Natalie Luo, Mark Mazullo, Ann Minnick, Ernesto Ortiz-Diaz, Timothy Trafficie

1. Approved [Minutes of Jan. 23, 2020](#).
2. Visit from Joan Ostrove and Donna Maeda for advice/input about end-of-course surveys (3-3:30 pm). Donna expressed appreciation for the work that went into the form itself, but this conversation was to address the use of surveys once completed. The discussion focused on faculty concerns and how best to develop shared practices that allow faculty to think more broadly about evaluating teaching. It was suggested that there be specific instructions both for students in completing the feedback and for faculty in terms of using the data. It was suggested that what is needed is a robust set of resources for faculty. Resources that include training, policies, and guidelines. Training for faculty, training for department chairs, detailed instructions for students, specific policies, and a clear policy about the use of course feedback in promotion and tenure. It was noted that although the Faculty Personnel Committee is in charge of evaluations, they intend to bring a motion to not use the end-of-course surveys in cases of promotion and tenure. However, these end-of-course surveys are used by Department Chairs in evaluations of faculty, and it is especially important for junior faculty. Discussion focused on faculty concerns that include:
  - The need for a clear set of expectations and policies regarding this instrument
  - Training for the instrument in addition to development and expectations for teaching effectiveness
  - Acknowledge concerns about bias and address the fact that there is potential for bias in every form or survey

Further discussion focused on the distinction between the policy, revising Section 3 of the Faculty Handbook, and a statement from the Provost about this new instrument. Training was a repeated topic and the suggestion was made to formalize training for faculty through the Serie Center and the IGC, but that Department Chair training could be done as part of Department Chair development. There was brief discussion of in class observation and what it might mean to have peer reviews for faculty in addition to the end-of-course survey. In closing, it was the need to acknowledge and address faculty concerns that needed attention before bringing the motion to a vote. The motion will not be brought until the March faculty meeting, at the earliest.

3. Discussion/approval of [Monthly Course Change Memo](#). Approved.
4. Report back from FAC (Eric) - Need to replace Arjun for fall one semester. Louisa offered to fill in, a vote needs to take place.
5. New business
  - a. [African Studies concentration](#) review. Reviewed and accepted report. Question about succession plan. Lisa just started. 3 year with possibility of renewal. Eric will respond to Lisa Mueller with an encouraging and approving letter.
  - b. Faculty handbook language on dismissals and grievances (Arjun) Reviewed AAUP Handbook procedures/policies. Arjun proposed duplicating the AAUP language in

the faculty handbook rather than referring to using AAUP policies and procedures. It was also suggested that there is a need to make a new elected committee for Faculty Appeals/Grievances. EC countered with the suggestion that the Faculty Handbook simply state that our procedures on faculty dismissals and grievances will follow the AAUP (Red Book) guidelines, and we should just clarify which of our elected committees correspond to the AAUP's designated committees. We will continue discussion at our next meeting.

Adjourned 4:33

Respectfully submitted by Terri Fishel, Library Director