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2015-16 Annual Report

Faculty Evaluation Committee (FEC)

Report Table of Contents

	<u>page</u>
Introduction	1
Summary of Activities	2
Discussion of Activities	2
Agendas and Minutes	4

**Prepared by
Raymond Veon, Chair 2016-2017**

INTRODUCTION

The charge and membership of the FEC is established in the Policy manual 402.12.7 (revised 6Jan2012) as follows:

402.12.7 Faculty Evaluation Committee (FEC)

(1) Duties.

The Faculty Evaluation Committee shall

- (a) assess methods for evaluating faculty performance;*
- (b) recommend improvements in methods of evaluation; and*
- (c) decide university awards for the Eldon J. Gardner Teacher of the year and Undergraduate Faculty Advisor of the Year.*

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campus and Distance Education, USU Eastern, Extension, and the Library, two student officers from the USUSA and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

Committee Members 2015-2016

	Term ends
Clay Isom , Agriculture and Applied Sciences	2018*
Nathan Washburn, Business	2018*
Kit Mohr, Education & Human Services	2016
Raymond Veon, Arts (Chair)	2017
Cacilda Rego, Humanities and Social Sciences	2017
Curtis Dyreson, Engineering	2018*
Mary Conner, Natural Resources	2017
Thomas Lachmar, Science	2018*
Dory Cochran, Libraries	2017
Jeffrey Banks, Extension	2016
Elias Perez, USU Eastern	2017
Thomas Buttars, USU/SA Executive Vice President	2018*
Ty Aller, USU/SA Graduate Studies Senator	2018*
Joan Kleinke, ex-officio	n/a

*End date not verified by chair as of 10/13/16

Meeting Dates 2015-2016*

September 21, 2015	January 26, 2016
October 12, 2015	February 18, 2016
November 16, 2015	March 1, 2016

*Agendas and Minutes from each of these meetings included in the final section of this report.

SUMMARY OF FEC ACTIVITIES 2015-2016

The FEC was concerned with four primary issues:

- 1)** The name of the Undergraduate Advisor of the Year award
- 2)** The shortcomings and benefits of the IDEA evaluation instrument and possible recommendations for improving its use in light of the IDEA Survey implemented in 2014-15.
- 3)** Review and discuss the criteria and selection process for Teacher of the Year, Advisor of the Year, and Faculty University Service awards
- 4)** Selection of the recipients for Teacher of the Year, Advisor of the Year, and Faculty University Service awards

A summary of FEC accomplishments this year include:

- 1) Recommendation to change the name of the Undergraduate Advisor of the Year award to the Undergraduate Mentor of the Year award.
- 2) Developed six recommendations to the Faculty Senate related to the future use of the IDEA evaluation instrument;
- 3) Selected the recipients for the Teacher of the Year, Advisor of the Year, and Faculty University Service awards;
- 4) Reviewed and discussed the criteria and selection process for Teacher of the Year, Advisor of the Year, and Faculty University Service Awards

DISCUSSION OF FEC ACTIVITIES 2014-2015

1) IDEA teaching evaluation: review and recommendations

The IDEA evaluations appear to be most effectively implemented at the department level. Consequently, the committee recommends that department heads be more intimately involved in implementing them. It was felt that the evaluations should continue to be conducted using the current on-line method and that departments should consider customizing response time, switching off the e-mail reminders, and/or creating class assignments in Canvas for students to complete the evaluations. Further, it was felt that individual departments that offer technical courses should consider developing and adopting a customized evaluation instrument that is more appropriate for evaluating their faculty; that the IDEA evaluations should not be conducted for courses with too few students enrolled in them (the recommended threshold number of students in a class is five); that department heads should be reminded to weigh the IDEA student evaluations between 30% and 50% when evaluating the quality of teaching by individual faculty members; and that untenured faculty should be encouraged to use the long form if they wish to receive information that may be useful in improving their teaching. Finally, the members of the FEC are of the opinion that the IDEA evaluations are more valuable in assessing departments and/or programs as a whole rather than of individual faculty members.

2) Teacher and Advisor of the Year

The FEC reviewed nomination materials and selected recipients for the Eldon H. Gardner Teacher of the Year, the Advisor of the Year, and the Faculty University Service awards. The FEC found that the current nomination guidelines worked well; no further revisions are recommended at this time.

Agendas and Minutes from Faculty Evaluation Committee meetings 2015-2016

September 21, 2015

October 12, 2015

November 16, 2015

January 26, 2016

February 18, 2016

March 1, 2016

Faculty Evaluation Committee Agenda
Monday, September 21, 2015, 12:30-1:30pm DE 012

- 1) Regular meeting times for the remaining Fall 2015**
- 2) Approve 2014-15 Annual Report (FECAnnualReport2014-15.docx)**
- 3) FEC Awards**
- 4) IDEA Survey**

**Minutes from Faculty Evaluation Committee (FEC) Meeting
21 September 2015, 12:30-1:30pm (DE 012)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Kit Mohr (Education & Human Services)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Thomas Buttars (USU/SA Executive Vice President)
Ashley Waddoups (USU/SA Student Advocate)
Ty Aller (USU/SA Graduate Studies Senator)
Joan Kleinke (ex officio)

Absent:

Cacilda Rego (Humanities and Social Science)
Curtis Dyreson (Engineering)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)

Activities:

- 1) Scheduled next two meetings for the remainder of the semester:
 - a. Monday, October 12, 2015 12:00 to 1:30 DE 012
 - b. Monday, November 16, 2015 12:00 to 1:30 DE 012
- 2) Reviewed 2014-2015 Annual Report:
 - a. Suggestion to rephrase item #2 under "Summary of FEC Activities 2014-2015" on page 2, and to also rename item #2 under "Discussion of FEC Activities 2014-2015" on the same page to make them both more informative and consistent
 - b. Suggestion to add language at the end of item #3 under "Discussion of FEC Activities 2014-2015" on page 3 to transmit the desire of the FEC to consolidate the electronic documents for each nominee for the Teacher, Advisor and Service awards in the future
 - c. Corrected the spelling of the last name of one of the FEC members
- 3) Discussed the merits of possibly modifying the name and/or criteria for the Undergraduate Faculty Advisor of the Year Award. The consensus of opinion among the FEC members present was to suggest changing the name to "Advisor/Mentor," and to modify the criteria to mirror more closely the language presently used for the Outstanding Graduate Mentor of the Year Award.

Faculty Evaluation Committee Agenda
Monday, October 12, 2015, 12:00-1:30pm DE 012

- 1) Approve September 2015 minutes
- 2) Discuss IDEA survey results; need to develop recommendations for Faculty Senate

**Minutes from Faculty Evaluation Committee (FEC) Meeting
12 October 2015, 12:00-1:30pm (DE 012)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Cacilda Rego (Humanities and Social Science)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Thomas Buttars (USU/SA Executive Vice President)
Ty Aller (USU/SA Graduate Studies Senator)
Joan Kleinke (ex officio)

Absent:

Jeff Banks (Extension)
Scott Allred (Regional Campuses)
Ashley Waddoups (USU/SA Student Advocate)

Activities:

- 1) Approved September 2015 minutes
- 2) Discussed the results of the IDEA survey circulated among teaching faculty and department heads, as well as offered various opinions concerning shortcomings and benefits of the IDEA evaluation instrument and possible recommendations for improving its use. The committee came up with the following list of issues and recommendations:
 - a. The IDEA student evaluations gauge student perceptions, yet they are used by department heads as a measure of evaluating teaching effectiveness. Perhaps a policy limiting the importance of the IDEA evaluations to a relatively low percentage of the effectiveness of an individual faculty member's teaching would at least be a partial solution to this potential problem.
 - b. Two common complaints among the respondents to the survey are that some faculty have difficulty in obtaining a sufficiently large proportion of students in a particular course to make the results statistically meaningful, and that the evaluations are "self-selecting/sorting" in that students who are dissatisfied with the instructor or course are more likely to respond. Also, students have complained about receiving excessive e-mail messages about completing their evaluations. Perhaps a solution to this problem is conducting the evaluations only in class, either electronically when possible or using "hard" (paper) forms. This would also allow instructors to schedule the evaluations at a time late in the semester, preventing students from completing their evaluations when they might be upset over some aspect of a particular course.
 - c. Because there are only two truly peer institutions currently using the IDEA instrument, perhaps the questions could be customized and the comparison with peer institutions could be eliminated.

- d. There were other questions among the committee members concerning the flexibility of the IDEA student evaluation instrument with regard to the ability of faculty to customize and/or streamline the specific questions that are asked. The committee agreed to invite Michael Torrens to our next meeting so he could answer specific questions related to this issue and we could learn what is possible.

3) Next meeting:

- a. Monday, November 16, 2015 12:00 to 1:30 DE 012

Faculty Evaluation Committee Agenda
Monday, November 16, 2015, 12:00-1:30pm DE 012

- 1) Approve October 2015 minutes
- 2) Possible name change for Undergraduate Faculty Advisor of the Year Award
- 3) Discuss the IDEA student evaluation instrument with Michael Torrens based on the survey results

**Minutes from Faculty Evaluation Committee (FEC) Meeting
16 November 2015, 12:00-1:30pm (DE 012)**

Present:

Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Thomas Buttars (USU/SA Executive Vice President)
Ashley Waddoups (USU/SA Student Advocate)
Ty Aller (USU/SA Graduate Studies Senator)
Joan Kleinke (ex officio)

Absent:

Clay Isom (Agriculture and Applied Sciences)
Cacilda Rego (Humanities and Social Science)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)

Activities:

- 1) Approved October 2015 minutes.
- 2) Decided to change the name of the Undergraduate Advisor of the Year award to the Undergraduate Mentor of the Year award.
- 3) Discussed the IDEA evaluation instrument and possible recommendations for improving its use with Michael Torrens. He answered questions posed by the committee members present related to possible improvements of the instrument based on the survey of teaching faculty and department heads conducted last semester. He also provided information about the instrument of which the committee members in attendance were not previously aware. The salient points are summarized below:
 - a. Questions can only be added to the IDEA evaluations; existing questions cannot be changed or eliminated.
 - b. While it is possible to conduct the evaluations using hard copy (paper) forms rather than the current on-line method, the two methods cannot be combined. In other words, the evaluations would have to be conducted exclusively either in class using paper forms or on-line. If paper forms are used exclusively, then the evaluations would have to be administered by each individual department.
 - c. The response time window for the IDEA student evaluations can be customized by individual departments. In other words, the time period during which students may complete the evaluations can be determined individually by each department. Furthermore, departments can switch off the e-mail reminders that students have complained about. Finally, it is possible to create a class assignment in Canvas for the students to complete the evaluation.

- d. The applicability of the IDEA evaluation instrument to technical courses is admittedly limited. It was suggested that such classes should develop and adopt a different and more appropriate instrument.
 - e. In order to produce meaningful statistical results, the recommended threshold number of students in a class using the IDEA evaluation instrument is five.
 - f. With respect to the concern that the IDEA student evaluations may be weighted too heavily by department heads in evaluating the quality of teaching by individual faculty members, the committee members were informed that the recommendation is to weigh it between 30% and 50%.
 - g. With respect to the concern that untenured faculty do not receive any useful information for improving their teaching from the results of the IDEA student evaluations, it was suggested that such faculty use the long form rather than the more commonly used short form.
- 4) The committee discussed what recommendations related to the future use of the IDEA evaluation instrument it should make to the Faculty Senate. The following were proposed:
- a. The IDEA evaluations appear to be most effectively implemented at the department level. Consequently, the committee recommends that department heads be more intimately involved and pro-active in implementing them.
 - b. The evaluations should continue to be conducted using the current on-line method. However, departments should consider customizing response time windows individually, switching off the e-mail reminders, and/or creating class assignments in Canvas for students to complete the evaluations.
 - c. Individual departments that offer technical courses should consider developing and adopting a customized evaluation instrument that is more appropriate for evaluating their faculty.
 - d. The IDEA evaluations should not be conducted for courses with too few students enrolled in them. Not only are the data not statistically meaningful, but it is difficult to preserve anonymity in such classes. The recommended threshold number of students in a class is five.
 - e. Department heads should be reminded to weigh the IDEA student evaluations between 30% and 50% when evaluating the quality of teaching by individual faculty members.
 - f. Untenured faculty should be encouraged to use the long form if they wish to receive information that may be useful in improving their teaching.
 - g. Finally, the members of the FEC are of the opinion that the IDEA evaluations are more valuable in assessing departments and/or programs as a whole rather than individual faculty members. If there are consistent comments for improving multiple courses taught by various faculty members, then it is recommended that the department head or program manager implement measures for making such improvements.

Faculty Evaluation Committee Agenda
Tuesday, January 26, 2016, 12:00-1:15pm DE 202

- 1) Approve November 2015 minutes
- 2) Name change for Undergraduate Faculty Advisor/Mentor of the Year Award
- 3) Recommendations to Faculty Senate for IDEA student evaluation instrument based on survey results and meeting with Michael Torrens
- 4) Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
 - a. Deadlines: Submission – Friday, February 12; Decision – Friday, March 4
 - b. Consider using scoring grids similar to those developed by College of Agriculture and Applied Sciences?
- 5) Meeting times for remainder of semester
 - a. Tuesday, February 16 (Monday schedule due to Presidents' Day holiday), or Thursday, February 11 or 18 from 12:00 – 1:15?
 - b. Tuesday, March 1 or Thursday, March 3 from 12:00 – 1:15, or Friday, March 4?
 - c. April?

**Minutes from Faculty Evaluation Committee (FEC) Meeting
26 January 2016, 12:00-1:15pm (DE 202)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Cacilda Rego (Humanities and Social Science)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Ashley Waddoups (USU/SA Student Advocate)
Joan Kleinke (ex officio)

Absent:

Mary Conner (Natural Resources)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)
Thomas Buttars (USU/SA Executive Vice President)
Ty Aller (USU/SA Graduate Studies Senator)

Activities:

- 1) Approved November 2015 minutes.
- 2) Briefly discussed the procedure for re-naming the Undergraduate Advisor of the Year award as the Undergraduate Mentor of the Year. The committee chair will contact the president of the Faculty Senate to initiate the process of changing the name.
- 3) Also discussed the procedure for presenting the FEC's recommendations for the future of the IDEA student evaluation instrument to the Faculty Senate. The committee chair will also contact the president of the Senate regarding this matter. There was some additional discussion concerning the process and wisdom of making the IDEA survey a class assignment. A new point was made that IDEA does not allow students to provide a quantitative evaluation of an individual faculty member's use of Canvas.
- 4) Discussed the Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service Awards.
 - a. The committee considered the wisdom and practicality of using scoring grids similar to those developed by the College of Agriculture and Applied Sciences. After some discussion, it was decided that individual committee members are free to use such grids, but that the committee as a whole would continue to simply rank each candidate for each of the three awards from highest (1) to lowest (8) for the purpose of selecting the recipient for each award.
 - b. There was a brief discussion of whether to divide the members of the committee into three groups with each group selecting the recipient for one of the awards to reduce the workload. The committee decided to postpone making this decision until its next meeting when all of the application materials will have been submitted.
 - c. It was pointed out that the Teacher of the Year requires that applicants must teach at least one undergraduate course, which excludes those faculty who only teach graduate-level

courses. It was suggested that perhaps a new award should be considered for implementation that would recognize the graduate teacher of the year.

5) Scheduled the next two meetings:

- | | | |
|--------------------------------|---------------|--------|
| a. Thursday, February 18, 2016 | 12:00 to 1:15 | DE 202 |
| b. Tuesday, March 1, 2016 | 12:00 to 1:15 | DE 202 |

Faculty Evaluation Committee Agenda
Thursday, February 18, 2016, 12:00-1:15pm DE 202

- 1)** Approve January 2016 minutes
- 2)** Discuss proposal to reduce committee size
- 3)** Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
 - a.** Critique of modified procedure for accessing application materials
 - b.** Nominee for Faculty University Service award from Extension
 - c.** Discuss status of nominees who exceed page limits
 - d.** Decide whether to divide committee members up into groups that will only evaluate applicants for specific awards

**Minutes from Faculty Evaluation Committee (FEC) Meeting
18 February 2016, 12:00-1:15pm (DE 202)**

Present:

Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Joan Kleinke (ex officio)

Absent:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Cacilda Rego (Humanities and Social Science)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)
Thomas Buttars (USU/SA Executive Vice President)
Ty Aller (USU/SA Graduate Studies Senator)
Ashley Waddoups (USU/SA Student Advocate)

Activities:

- 1) Approved January 2016 minutes.
- 2) Briefly discussed Faculty Senate proposal to reduce committee size. For the FEC the only change would be that three of the committee members would also be members of the Faculty Senate. Joan Kleinke stated that the reason for this proposed change is to reduce the number of faculty serving on committees.
- 3) Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
 - a. Demonstrated procedure for accessing application materials from Excel spreadsheet files. Veteran committee members expressed appreciation for improvements made since last year.
 - b. Discussed the case of the nominee for the Faculty University Service award from Extension. Committee unanimously approved accepting his nomination despite his very small (5%) administrative role. Committee decided to handle such situations on a case-by-case basis in the future.
 - c. Discussed the status of nominees who exceed the page limits. It was proposed, and agreed upon, to only read the first 40, 20 and 16 pages, respectively, for nominees for the Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards.
 - d. It was suggested, and agreed upon, that the photographs of the nominees should not be included among the materials that the committee reviews.
 - e. It was decided that the committee members should be divided up into two groups for evaluating nominees for the three awards. All committee members will review all of the application materials for the Teacher of the Year award; however, each member will only review the materials for nominees for one of the other two awards. Specifically, Nathan Washburn, Cacilda Rego, Mary Conner, Elias Perez, Thomas Buttars, Ty Aller and

Ashley Waddoups will review the materials for the Advisor of the Year award in addition to the Teacher of the Year, and Clay Isom, Raymond Veon, Kit Mohr, Curtis Dyreson, Dory Cochran, Jeff Banks and Scott Allred will review the materials for the Faculty University Service award in addition to the Teacher of the Year.

Faculty Evaluation Committee Agenda
Tuesday, March 1, 2016, 12:00-1:15pm DE 202

- 1)** Approve February 2016 minutes
- 2)** Select the recipients for the Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
- 3)** Set date and time for final committee meeting in April

**Minutes from Faculty Evaluation Committee (FEC) Meeting
1 March 2016, 12:00-1:15pm (DE 202)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Jeff Banks (Extension)
Elias Perez (USU Eastern)
Ty Aller (USU/SA Graduate Studies Senator)

Absent:

Cacilda Rego (Humanities and Social Science)
Mary Conner (Natural Resources)
Scott Allred (Regional Campuses)
Thomas Buttars (USU/SA Executive Vice President)
Ashley Waddoups (USU/SA Student Advocate)
Joan Kleinke (ex officio)

Activities:

- 1) Approved February 2016 minutes.
- 2) Selected recipients for Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
- 3) Chose Raymond Veon as committee chair for 2016-2017 academic year