

**Advisory Committee for the  
Office of Accountability, Efficiency, and Effectiveness  
2 April 2009  
President's Conference Room  
2:00p.m.**

**Meeting Minutes**

**Present:** Kevin Rouse (Chair), Garrett Hinshaw, Ron Valentini, Amy Bechtol, Linda Lutz, Cindy Coulter, Keith Mackie, Steve Hunt, John Enamait, Marvin Elliott, Naomi East, David Streater, Wes Bunch

1. **Call to Order:** The meeting was called to order at 2:00p.m.
2. **Approval of Minutes:** The minutes from the meeting of 11/24/08 were approved.
3. **Faculty Evaluation:**
  - A. **Student Instrument** – The committee decided that the new student instrument will be piloted this spring with a sample of classes. After discussion about problems with the instrument's validity in relation to online classes, the committee also decided to only sample seated and hybrid classes this spring. The associate deans will meet this summer to discuss changes that should be made to the instrument so that it will be valid for online instruction.
  - B. **Supervisor/Self/Peer Instrument** – Upon evaluation of the faculty evaluation tool, the committee agreed that the tool is worded generally enough to be used with College employees beyond faculty with minor modifications. Cindy Coulter suggested that the word "employee" be changed to "faculty" when the tool is being used with faculty.
  - C. **Summary Report** – President Hinshaw asked that a summary report be added to the evaluation process for the purpose of synthesizing the information provided by the various evaluation instruments. This report would be a summary narrative and would include action plans to address areas for improvement as well as a signature line for the faculty member being evaluated. Kevin Rouse will ask the Leadership Core Competencies committee who originally created each of the evaluation instruments to create the summary report form.
  - D. **Process** – A subcommittee of the OAEF Advisory Committee will be formed to further develop the faculty evaluation process.
4. **Faculty/Staff/Administration Survey:** The committee decided to remove evaluation of individual employees from the annual Faculty/Staff/Administration Survey. New questions or revisions for the survey are due Friday, April 10, 2009.

5. **Verification of Institutional Data for 2009 Critical Success Factors:**
6. **Center News:** Kevin Rouse announced that he and Amy Bechtol would assist curriculum faculty interested in offering teacher certification classes through Continuing Education this summer to remedy the reduction in pay during August 2009. Associate Deans should announce this opportunity to their faculty who may then propose class ideas to Kevin or Amy.
7. **Adjournment:** The meeting was adjourned at 3:10p.m.