

Faculty Affairs Committee

October 19, 2011 Meeting Minutes

Attendees:

Bella Gerlich, Ex-officio member

Ken Abramowicz

Cecile Lardon

Chris Fallen

Karen Gustafson

Mike Davis, call-in

Margaret Short

Andrew Metzger

Proposed revision to faculty activities report (attached) - Presented by Dana Thomas (Vice Provost) and Barbara Taylor (Director of undergraduate research and Scholarly Activity; URSA).

Proposed changes in response to undergraduate research as a priority and a recognition of the need to track undergraduate research activities – motivation for proposed changes

Undergraduate research is an accreditation metric

FAC Committee generally supports the idea

Wording of Sections 4 and 5 needs to be revised – redundancy in listing undergraduate research

Additional discussion items; possible further additions to activity report:

Service-based learning activities

Distance education learning activities

Appeals and Oversight Committee

May, or may not, be beneficial to dissolve this committee

Inquiries (informal) about dissolving this committee (Abramowicz); dissolving committee may not be desirable

May be possible to improve/ modify committee to have greater impact

Further inquiry into committee's role and products/ activities in next years – **Action Item** for next meeting

Promotion for Term Faculty

Determine what action(s) if any occurred after last time this was discussed at FAC meeting

Engage CRCD to determine their current position and understanding on the issue

Contact Jane Weber

Teaching by Non-regular Faculty

Metzger taking lead

Working with Jennifer Reynolds to secure data from last academic year

On-going effort

ANNUAL ACTIVITIES REPORT

Covers the period July 1, 2010 – June 30, 2011

Instructions: Respond to each section of this Annual Activities Report as completely as possible. If you have any questions, please consult with your dean or director, or contact the Office of the Provost at 474-5178. This report is to cover the period July 1, 2010 – June 30, 2011. Submit the completed report to your dean or director, together with a current CV, no later than **October 2**.

1. Personal Information

Name	Academic Title	Department/Division

2. Workload Summary

Year	Teaching (%)	Research (%)	*Service (%)

* Include management under service.

3. Teaching

Table 3.1: Instructional Activities

Semester	Course Name, Number & Title	Credits	Contact Hours (Lecture & lab, i.e. 3&0)	Students # of	Type ¹	Shared ²

¹ Classroom, studio, laboratory, distance delivery, undergraduate/graduate seminars, new course preparation, independent studies, non-credit educational activities, extension instructional activities, major revision of an older course, and other activities related to curriculum development.

² Name(s) of instructors if course is team-taught.

Table 3.2: Student Advising – Graduate and/or Undergraduate

Year	Type ¹	Number of Students

¹ Member of graduate committee, individual advising of graduate students, assigned undergraduate advisees, unassigned undergraduate advisees.

4. Research, Scholarly and other Creative Activities

Table 4.1: Publications

List only those publications that appeared in print during the time covered in this review.

Year Published	Citation ¹	Type ²	Review ³	Student Coauthor ⁴

¹ Clearly reference entry on CV or give proper citation if publication is not listed on CV.

² a) Published (i) articles and (ii) technical papers.

b) Published books, monographs, case, book chapter, book review, conference proceeding.

- c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by some agency other than UAF).
 - d) Published abstracts, including publisher, title, and author(s).
 - e) Published reviews, with the complete reference.
 - f) Other scholarly publications such as magazine or newspaper articles.
- ³ e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by conference session chair, or other (specify).
- ⁴ Name and standing of student coauthor

Table 4.2: Publications IN PRESS			
List those publications for which all editorial work is complete; awaiting scheduled publication.			
Citation ¹	Type ²	Review ³	Student Coauthor ⁴

- ¹ Clearly reference entry on CV or give proper citation if publication is not listed on CV..
- ²
- a) Published (i) articles and (ii) technical papers.
 - b) Published books, monographs, case, book chapter, book review, conference proceeding.
 - c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by some agency other than UAF).
 - d) Published abstracts, including publisher, title, and author(s).
 - e) Published reviews, with the complete reference.
 - f) Other scholarly publications such as magazine or newspaper articles.
- ³ e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by conference session chair, or other (specify).
- ⁴ Name and standing of student coauthor

Table 4.3: Professional, Creative Activities			
List activities such as performance, exhibits, presentations, audio/video recordings, computer programs, musical compositions, poems, concert performances, etc.			
Date	Nature of Activity/Title	Participating Individual(s) ¹	Level of Activity ²

- ¹ If participating individual is a student, indicate undergraduate or graduate student standing
- ² International, national, regional, or local.

Table 4.4: Sponsored Projects/Commissions					
Date Granted & Duration	Names ¹	PI/Co-PI?	Project Title	Grant Sponsor	Grant Amount

- ¹ Include names of all the investigators.

Table 4.5: Other Scholarly Work	
Either in tabular or narrative form, describe scholarly work in progress. This will include, but is not limited to: proposals pending, proposals in preparation, proposals submitted and denied during review period, manuscripts at all stages up to IN PRESS, unfunded projects/activity.	

Table 4.6: Conference/Meeting Participation				
Date	Conference Name	Type of Presentation/Activity ¹	Title of Presentation	Student Co-presenter ²

¹ Poster session, round-table, etc.

⁴ Name and standing of student co-presenter

5. Integration of Teaching and Research

Table 5.1: Graduate Committee Chair:

A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project

Student Name	Duration ¹	Degree Sought	Student Status ²

¹ Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.

² Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.

Table 5.2: Graduate Committee Member:

A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project

Student Name	Duration ¹	Degree Sought	Student Status ²

¹ Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.

² Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.

Table 5.3: Undergraduate Research Mentoring

Year	Type ¹	Duration ²	Student Status ³

¹ Primary mentor, Co-Mentor, Supporting Mentor or Committee Member.

² Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.

³ Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.

6. Public, University, and Professional Service

Table 6.1: Public Service¹

Activity	Duration	Your Role

¹ Public service: in organized, non-remunerative, educational and consultative activities which devolve from a unit member's professional expertise and further the interests or prestige of the University.

Table 6.2: University Service¹

Activity	Duration	Your role

¹ University service: as department head, program director, or governance officer; service on administrative and governance committees; service on collective bargaining unit committees or elected office; and other tasks as deemed necessary by the University.

Table 6.3: Professional Service¹

Activity	Duration	Your Role
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¹ Professional service: on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the unit member's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

7. Professional Development.

Describe/list activities that contributed to your professional development e.g. continued formal education, workshops, conferences, and fellowships - and indicate how they contributed to your development.

8. Honors and Awards.

List any honors and awards received, including the year in which you received them.

9. Narrative Self-Evaluation.

In each of the following categories which constituted part of your workload in the period covered by the report, briefly assess your own efforts. Focus on your comments on 1) how your effort "made a difference" and 2) frustrations/shortcomings and how you intend to address them.

- A. Teaching
- B. Research, Scholarly and Creative Work
- C. Service

10. Curriculum Vitae.

Please attach a current copy of your curriculum vitae.