

UAF Faculty Development, Assessment and Improvement Committee  
Meeting Minutes  
February 9, 2016

I. Franz Meyer called the meeting to order at 10:03 am.

II. Roll call

Present: Mike Castellini, Bernie Coakley, Candi Dierenfield, Diana DiStefano, Cindy Fabbri, Andrea Ferrante, Kelly Houlton, Steve Hunt, Duff Johnston, Chris Lott, Trina Mamoon, Franz Meyer, Joy Morrison, Channon Price

Excused: Gerri Brightwell, Brian Himelbloom

III. News on Electronic Course Assessment Implementation Committee (ECAI)

Andrea reported that the ECAI Committee met in January to discuss results of the fall survey and noted that the overall response rate was 41.3%. He stated that it was “less than we would hope but more than we thought” and added that the average response rate for first-time implementation of an electronic survey is 50% with about a 20% drop from the previous survey method.

The ECAI Committee worked on a letter drafted by Andrea to report the overall results of the electronic survey to faculty and address a few faculty concerns. While some faculty members found the process very effective, others felt that they received harsher comments from their students than before. Kelly wondered if faculty explained to their students that comments are only read by the respective faculty member and to remind their students to share what aspects of the class were particularly helpful. Andrea explained that the letter from the ECAI Committee also prompted faculty to remind their students to fill out their surveys online. Duff wondered if faculty might pass out small cards to their students with the web address and reminder to fill out their online surveys as it would help make the process more visible.

Andrea reported that Marketing and Communication has been working on a website for electronic evaluations that will go public in the next week or so. It includes the main portal for the survey, survey administrator contact information, historical evaluation reports for 1991 to the present, FAQs – one for faculty and one for students – and testimonials from faculty and students on how surveys have helped shape and improve instruction at UAF.

The ECAI Committee will continue to look at response rates, work on publicizing the website and add notes in the future on how to interpret survey results. There was some discussion on faculty perceptions of which students are filling out the online surveys (i.e. only highly satisfied students or disgruntled students). Andrea noted that the committee will look into sharing the distribution of responses so that faculty and deans may get a clearer picture of the overall results.

Steve mentioned that several faculty members would like more time for students to have access to the surveys since they occur during a busy time of the semester for students. Andrea noted that last fall's survey was only available for ten days due to some technical glitches within the system but in future they will be available for a full two weeks.

#### IV. Upcoming activities of the UAF Office of Faculty Development (report from Joy)

Joy reported that she has been meeting one-on-one with all new faculty members since returning on February 1. She has set up the faculty development training calendar for the spring semester and it is available on the website. Upcoming is a presentation on bullying within departments called "Responding to Toxic Behavior" and will feature Libby Roderick from UAA. Due to results from a satisfaction survey indicating faculty concerns over academic bullying, UAA has created a video on the subject. The video will be shown and discussed on Tuesday, February 23 at 12:30 – 2:30 pm (Rasmuson 340) and again from 3-5 pm (Murie Auditorium). Joy is hoping that this presentation will get a dialog going at UAF.

Joy informed us that the Office of the Registrar and the Dean of Students will give a talk for faculty on February 16. Several registration issues will be discussed.

Joy explained that there may is not enough money remaining in the budget this year to do much; and travel next fall to the POD Conference is limited, so she most likely will not be able to attend and take faculty members.

#### V. Upcoming activities by UAF eLearning & Distance Education

Chris passed out a list of upcoming faculty development opportunities at eLearning and Distance Education which will include iTeach Spring (March 25, 28, 30 and April 1) as well as various iTeach+ Workshops occurring throughout the spring semester. He informed us that faculty participating in iTeach will have access to one-on-one help from eLearning's Instructional Designers after completing the course. In addition eLearning offers various times for "Open Lab" for all faculty members needing assistance with teaching or developing their eLearning classes.

Coming in late February or early March there will be a workshop (or two) regarding the new Quality Matters Rubric for reviewing electronic courses. Chris explained that more information on this will be forthcoming.

There was some discussion regarding eLearning's collaboration the other two MAUs. Chris explained that UAF is the only one to have a centralized eLearning office. He noted that while there is some collaboration, UAA and UAS are just getting started on the process of centralization that UAF has had for years.

#### VI. Discussion on Status of the Faculty Mentoring program

Franz started the discussion by saying that in the current economic climate where there are fewer people doing more work, mentoring can fall by the wayside. Our committee has been charged with coming up with ideas regarding incentivization: is it needed, and if so, what is the best way to do it?

Franz noted four components to mentoring programs: 1) pairing mentors and mentees – which is mainly done by assignment through directors or deans; 2) training for both mentors and mentees – how much is being offered at UAF needs to be determined; 3) tracking mentoring activities – should tracking be recommended? If so, care should be taken to not put a burden on the mentoring process; and 4) Incentivizing mentors, mentees, and (potentially) Deans – what incentives are most effective?

Joy explained that she ensures that every new faculty member has a mentor. She conducts an initial introduction to mentors and mentees including training in the main components of UAF's mentoring program. She also revisits mentees in their second semester to hear how the mentoring process is working. She suggested surveying third- and fourth-year faculty to find out what they think about their mentoring experience. After some discussion it was agreed upon and Joy volunteered to draft a survey on the status of the mentoring program for FDAI to consider.

It was noted and discussed that ultimately deans and directors must buy in to mentoring and support it if it is to be successful. Franz explained that Dean Layer says he chooses the best faculty to be mentors and they already have overloaded workloads, therefore offering one workload credit for mentors may not always be an effective incentive.

Tracking mentoring activity was discussed at some length with Franz reiterating that if we are to suggest it, it must not be a burden to mentors or their mentees. Joy wondered if it would be possible to add a section in Faculty 180 where faculty could address their mentoring activities.

Mike noted that the third year in a faculty member's career is when the doubts start to creep in and faculty request mentoring help, so it might be effective to target this group as well as new faculty. He also suggested that deans request help in pairing mentors with their mentees by asking people in their departments to suggest possible pairings.

## VII. Other Business

- a. Introduction to the Quality Matters program and UAF's involvement (please take a look at <https://www.qualitymatters.org/higher-education-program> in preparation)

This was tabled due to lack of time. Franz requested that we all read through the notes on mentoring that he emailed to the committee and provide comments and suggestions.

## VIII. Upcoming events

- a. Next FDAO meeting: Tuesday, 03/08/16, 10-11 am in Bunnell 222  
(also: Tuesday, 04/05/16 and Tuesday, 05/03/16, same time/place)
- b. Next admin committee meeting: 02/26/16

c. Next Faculty Senate meeting: 03/07/16

IX. Adjourned at 11:05 am. (Respectfully submitted by Kelly Houlton.)