

March 22, 2013

From: D. Kenneth Brown, Philosophy, Chair, Faculty Affairs Committee
To: Cal Poly Academic Senate
Re: Faculty Affairs Committee Report, Winter, 2013

The remaining charge of the Faculty Affairs Committee from the Academic Senate for Winter 2013 consisted of the following:

- Assist the Instruction Committee with course evaluation and course materials discussions.

Assisting the Instruction Committee:

In Fall of 2012 the chair of the FAC consulted with the chair of the Instruction Committee (IC), Dustin Stegner (CLA), concerning the FAC charge to assist in the tasks concerning the IC report on course evaluations and course materials. The FAC chair agreed to serve as the liaison between the two committees.

In Winter 2013 the IC chair passed on an email exchange between him and Al Liddicoat framing the issues under consideration about instructor evaluations (attached to the FAC meeting minutes, on file with the Academic Senate). The core points from Liddicoat's response are the following:

- i) Courses with less than 5 students will not be evaluated.
- ii) Individual senior projects and Independent Study with less than 5 students will not be evaluated; Capstone courses with more than 5 should be evaluated.
- iii) Co-Op courses (not direct instruction) will not be evaluated using student evals. Instead, evaluation would be by means of surveys of some sort.
- iv) Team taught courses will have evaluation data included in all faculty files, with possibility of narrative descriptions from faculty, or requests to deans to pull data from files.

The members of the FAC present at the meeting considered Liddicoat's responses concerning evaluations to be reasonable and appropriate. If there are other concerns about the implementation of evaluations that FAC ought to consider

We discussed the Provost's request for University wide common questions, and concur with the IC that such a proposal would be reasonable and appropriate. The FAC is ready to assist the IC in the task of determining the nature of the common questions. In discussion this issue the FAC considered tiered questions at the university, department and class level also to be fine. We also expressed our interest that the implementation of the new evaluation procedures continues to develop with input from the faculty.

The IC chair also reported to the FAC chair on the Provost's concerns about final exam week scheduling, specifically whether students should be required to take some

undesirable number of final exams on a given exam day. The opinion of the IC committee was that the onus should be on students to sort this out for themselves; that is, faculty should not be burdened by this issue. Instead, students should be adequately informed about their final exam schedule when arranging their class schedule. The FAC concurs with the opinion of the IC.

FAC Members:

Archer, Graham - CAED

Brown, D. Kenneth (chair) - CLA

Calkins, Kate - ASI

Clayton, Robert – Library/Counseling

James, Jennifer - CAFES

Liddicoat, Al - Academic Personnel

Lund, Ulric - CSM

Mackey, Alison - OCOB

Nico, Phillip - CENG