

Deans' Council  
Tuesday, April 18, 2000  
Minutes

Present: Barbara Chapman, Jim Maas, Doug Haneline, Tom Oldfield, Sue Hammersmith, Steve Perialas, Michelle Johnston, Bruce Forintos, Ian Mathison, Richard Cochran, Al Uniacke, Phil Marcotte, Paul Prins, Bill Potter.

Special Guest: Paul Landen

Handouts: Agenda  
Portfolio Evaluator Review Form  
Process for Student Assessment of Instruction  
*Tech Tips* (March 13, 2000)

## 1. International Affairs Update

Paul Landen updated the deans on four Study Abroad programs. They are: Israel - led by David Aiken; Paris and London - led by Ted Walker; Martinique - led by Dan Noren; Puerto Rico - led by Ana Davila-Howard. Two additional program possibilities are being explored for next summer.

Paul noted that universities are contacting him regarding possible exchange programs. He's received inquiries from a college in Finland and a school in New Zealand. He asked the deans to identify programs within their colleges that could easily accommodate a student, if prerequisites are met. Students could be domestic or international exchange and would typically be in their sophomore or junior year. Several deans expressed interest and were asked to send Paul an e-mail on specific programs.

Paul also noted that Aachen would be sending their first student this fall to Kendall. In addition, a College of Business student majoring in international business may be attending Stralsund.

## 2. Post Tenure Review Process

Dr. Chapman distributed copies of the "Portfolio Evaluator Review" form and indicated a need to review the post tenure review process after her review of this year's evaluations. She noted that the members of Deans' Council had agreed that this would be the standardized form, but several different formats were used. It's important that a signature page and a recommendation for the next review be included in the evaluation. She also noted that it was agreed by the deans at last year's retreat that written comments would be included on the evaluations. She was dismayed that three department heads in three different colleges did not include comments and the deans subsequently signed off these evaluations. She will review these individually with the deans involved.

Dr. Chapman indicated that some goals were written in an exemplary format, while others were quite general. Measurable outcomes were written in the same manner.

She told the deans that portfolio guidelines need to be as clear as possible, and suggested that they spot check the portfolios.

Doug Haneline is putting together a post tenure review notebook for faculty use. Dr. Chapman hopes to develop post tenure review guidelines for deans and department heads/chairs, with possibly another training session this summer or fall.

The "Process for Student Assessment of Instruction" was distributed. Deans were reminded that student assessment should occur in two courses each semester for tenured faculty. Dr. Chapman reminded deans that it was agreed there would be no copying of the written comments. The comments go back to the evaluator who will then "share" the comments with the faculty member. "Shared" can mean simply handing the evaluations back to the faculty. Deans were reminded that the evaluator must be an administrator, not a department chair. The form can be used for adjunct faculty, but the "rules" don't apply to them.

Student assessment of instruction is a required part of the post tenure review process. If a faculty member refuses to participate, then the faculty member is subject to discipline per the FSU-FFA contract. Exemptions may include: approved faculty retirements; faculty on sabbaticals.

### **3. Assessment of Prior Learning Update**

Doug Haneline noted that his steering committee is working on assessment of prior learning, with July 5 as the target date for implementation. Doris Hale, University College, has been identified as the University's specialist in this area. Dr. Haneline indicated that CAEL (Council for Adult and Experiential Learning) will be visiting campus and review draft documents. An on-campus CAEL workshop is planned before the end of May (15-25 participants to be identified). Participants will include the steering committee, deans, and faculty suggested by Senate.

### **4. CASE Professor of the Year**

Dr. Chapman indicated she received very little input from the deans and will forego the nomination process this year. She would like to invite nominations next fall.

### **5. Other**

Richard Cochran distributed copies of the March 13, 2000 *Tech Tips*. He noted that there are about 500 Lotus Notes accounts that used the same generic password to access Lotus Notes through the Web, and the concern is that others may be able to access any account with the generic password. Each person currently using the generic password has been notified with instructions to change their password. If the passwords aren't changed by next week, those accounts will automatically be changed to the person's social security number.

There will be NO Deans' Council meeting on Tuesday, April 25, 2000.