**Committee on Faculty Affairs Minutes
September 25, 2013**

Present: C. Alves, E.. Borland, S. Carol, J. Glynn, W. Keep, R. McMahan, R. Morin (Chair), D. Shaw, S. Schreiner, J. Stauff, K. Tillett (for G. Pogue), V. Tucci, P. Wiita

Absent: J. Row

Guests: E. Alcaro, Records and Registration, F. Cooper, Records and Registration

1. The meeting opened with a discussion with guests from Records and Registration on the electronic student feedback forms. Records and Registration is ready to implement the electronic forms and deliver faculty reports online. However, MOA 64 covering student feedback forms dictates a print procedure and has to be adapted to new technologies. Therefore, an MOA between the AFT and the administration has to be created and approved before the switch can be made from print to electronic, leaving the date of implementation undetermined.. Records and Registration has a plan for spring implementation with training for faculty this fall along with communicating the new process to students. Some students may have to complete 4-5 surveys/semester. There are no plans or directives to do another trial but Chair urged another trial this fall to increase faculty awareness and gather opinions on the electronic process. Only 22 faculty members participated in survey at conclusion of pilot and the survey concentrated on ease of use but not on what faculty might want from student evaluation results and comments. Also, numerical survey results and student comments were separated in the trial but plans are for them to be joined when electronic forms are implemented. There are also plans to add the capability for “departmental” questions to be added to the forms in the future. Student satisfaction in the pilot was 90%. One of the drawbacks of the electronic procedure is an anticipated drop in participation rate and Records and Registration expects only a 60% participation rate. One way to encourage participation is to publicize the fact that the online process provides more anonymity than the hand-written forms. The committee members were reminded that the hard copy process was handled on the mainframe and the mainframe computer is no longer in existence at TCNJ so it is very difficult to continue the old process. A major concern of the electronic process, which is expected to have lower participation rates, is how to compare the results from the two processes, and the impact this change would have on candidates for reappointment, tenure and promotion. The Chair recommended requesting another trial for this fall beginning Oct. 1.
2. The minutes of September 11, 2013 were approved.
3. Ongoing Business: Update/Report of Subcommittees

Chair met with Nancy Fruedenthal, Academic Affairs and Mike Robertson, Steering Committee to review the outstanding CFA charges.

1. Reappointment/Promotions Document subcommittee (Morin, Tucci, Keep, Stauff, Borland, Wiita)

The current assignments for the Promotion sub-committee members are:

1-Borland: Service
2-Morin: Electronic tenure process Electronic submission – needs participation from Academic Affairs before moving ahead with electronic submission of promotion and tenure documents. Digital Measures is the software that IT is proposing to use and it can produce a template and can be customized. There is no workflow in the current software and this is one reason the development of the electronic process will take longer than previously expected. Many of the current problems with DM appear to be based on little training when DM was introduced at TCNJ and lack of customization.

3-Shaw: Role of student feedback forms
4-Morin: Peer observations of teaching
5- Tucci and Wiita: The structure/role/function of the CPC

6. Keep and Stauff: The flow and structure of the document.

1. Tenure Review Delay (Schreiner, Alves, Tucci)
Provost is reviewing proposed policy with General Counsel
2. Modification of Duties (Schreiner, Alves, Tucci)
Policy posted on Academic Affairs web site but MOA needed between AFT and Administration
3. Recording of Lectures (Schreiner, McMahon, and Carroll)
Chair has requested an Open Forum at the October Faculty Senate meeting. S. Schreiner will confer with General Counsel over concern raised by D. Shaw that statement in the proposed policy may not reflect the fact that New Jersey is a "one-party consent" state, meaning that only one participant in a conversation needs to approve recording.
4. Faculty Reassigned Time (Carroll, Alves, Keep, Borland, Shaw)
New data on the amount of faculty reassigned times is being compiled for 2011-2012 and 2012-2013 by the Office of the Provost. Charge asked for more transparency and cost control but did not mention equity.
5. Professional Behavior (Schreiner, Carroll, and Stauff)
Individuals who previously worked on this topic will review what was done and report at next meeting.
6. Appeals/Student Complaints (Carroll)
Should be titled Student Grade Appeals and charge is joint with CAP. There is a need to define a basis for a grade appeal to prevent appeals such as “I don’t like my grade”.
7. Use of Student Feedback Forms
The dilemma is how to handle feedback forms in very small classes or in internships.
How can you retain anonymity is a problem. Regina will look at existing documents to see if we need to draft a policy.
8. Disciplinary Standards for African American Studies
Chair will request clarification of final sentence on page 7 “a combination of professional or creative productions that equal the intellectual and sub-disciplinary significance of a single-authored book”. CFA will recommend that the standards be approved pending the requested clarification, and that final details be worked out between the Dean of HSS and African American Studies.

Respectfully submitted,

Val Tucci