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

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

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.

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

Table 3.2: Student Advising – Graduate and/or Undergraduate			
Year	Type ¹	Number of Students	

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 pul	olications that app	eared in print du	ring the time covered i	n 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.

5. Integration of Teaching and Research

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Table 5.1: Gradua	ate Committee C	<mark>hair:</mark>	
A) Supervision of	f Thesis, Resear	<mark>ch/Creative Projects; B</mark>	<mark>) Students with No Thesis</mark>
<mark>or Project</mark>			
Student Name	Duration ¹	Degree Sought	Student Status ²

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

Poster session, round-table, etc.
Name and standing of student co-presenter

Activity	Duration	Your Role

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.