

PTFAC

Meeting: February 9, 2018 in AD 144 Faculty Lounge

AGENDA and MINUTES

In attendance: Cari Hickerson chickerson@jcu.edu, Michele Freyhauf mfreyhauf@jcu.edu, Nancy Conrady nconrady@jcu.edu, Sara Schiavoni sschiavoni@jcu.edu, Yvonne M Bruce ybruce@jcu.edu, Margaret Farrar mfarrar@jcu.edu

1. Updates:

- Handbook changes for PT faculty: There has been no progress in this area as yet. Both the Faculty Handbook Committee and university counsel are currently working through the best ways to significantly revise the existing handbook to meet existing legal standards. When that process is well underway, we will see more clearly how our suggested changes fit in. Dr. Farrar promised more information as it becomes available.
- Travel awards: 10 awards made so far; 4 more likely this term. Sara asked if any trends have yet emerged among those seeking awards. Dr. Farrar said not yet, but that her office will keep track as requests increase.
- Teaching award: Will be publicized soon; incorporated into Culicchia

2. HLC/evaluation: Criterion 3

- *Instructors are evaluated regularly in accordance with established institutional policies and procedures.*
- *The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.*
- *Instructors are accessible for student inquiry*
- *Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.*

“Another thing to keep in mind is that we're talking about continuous improvement. So we don't need to be perfect but noticeably improving to show that we are continuing to be attentive to accreditation issues.”

For this agenda item, Dr. Farrar discussed the need for consistent, sound teaching evaluation policies and practices across the college for part-time faculty that would coincide in many respects with similar policies and practices for ranked faculty. Committee members then shared their own experiences with and suggestions for teaching evaluations.

3. Strategic planning

- University: Goal One (Academic Excellence), Goal Two (Faith that Does Justice) and Goal Three (Engaged Community)

- CAS Strategic Planning: CAS is currently creating its first strategic plan, and Dr. Farrar asked for our help coming up with “tactics” to raise the profile of part-time faculty and engage us in the college and university that will support both the CAS and university strategic plans, and sent a follow-up email with some examples from the current university strategic plan. Discussion followed about ways we can best publicize this initiative and include part-time faculty in the strategic conversation. This led to a larger discussion about how best to alert part-time faculty to the work of PTFAC and opportunities for awards, development, and engagement.
- One other note: Sara asked about raises. Dr. Farrar said she had heard that there will be a 2% raise for all faculty, but there has been nothing yet in writing.