

CEER Notes
February 9, 2018

Members Present: Jennifer Harper, Mark Lieu, Vy Anderson, Sandra Ammons, Carmen Madden, Shairon Zingsheim

Guest: Heather McCarty

- (1) Online Faculty/Class Observation Form
 - The Distance Education committee created a form for deans/peers to use when performing classroom observations.
 - It was decided the form would go to the UFO Executive Board for a vote on whether or not the form should be piloted for use in Spring 2018. If approved, Mark will send it out to the deans. Ultimately, this form will need to be negotiated into the contract.
- (2) Part-Time Faculty Observation Form
 - This form was negotiated/approved in Fall 2017 and resides in the contract. It has been noted the form does not make a distinction between online instruction and face-to-face instruction.
- (3) Other Faculty/Class Observation Forms Needed for Contract
 - Counselor Observation Form
 - Librarian Observation Reporting Form
 - Student Evaluation of in-Person Faculty
 - Student Evaluation of Online Faculty
 - Student Evaluation of Counselor
 - Student Evaluation for Librarian
 - CEER will work on gathering current forms being used for observations/evaluations. Shairon will get the form used in the Health Sciences. Jen will get the online student evaluation form. Mark will get the form the librarians currently use. Once compiled, CEER will make recommendations to Faculty Senate, Deans and ultimately, the UFO for negotiations.
- (4) Other Business
 - Carmen will ask the Board what issues they'd like to have CEER work on

Future Meeting - Fridays, 10:30 am-12:00 pm in Room 7102 as follows:

March 9th
April 13th
May 11th