

CEER Committee Meeting Minutes

12/1/2021

Reminder: observation process (possible contract language)

- **Processes in the contract**
 - Full-time, tenure-track and tenured: peer evaluations + administrative evaluation (11.7, 11.8, 12.6, 12.7)
 - Part-time: observation (13.4)
 - Processes are already spelled out in the contract
 - Add reference to the new form we create
 - Add: "In the case of an observation of an appointment with a student, the observer and faculty member being evaluated will first get the permission of the student."

Observation forms: survey results

- 11 responses: 7 counselors, 3 librarians, one blank
- 100% preferred the shorter form
- Other feedback to consider:
 - Any language related to a particular role or requirements for that role's evaluation process can be defined in the contract leading to less confusion about which form to use and where to find it
 - Focus on critique, rather than criticism, in the question wording
 - Though the person prefers the shorter form:
 - They like that the longer form provides more detail about positions and thus more feedback to departments and deans
 - They would like to circulate the longer form for reference, as it would be helpful when doing observations (e.g., counselor-to-counselor)

Non-instructional observation reporting form

- Draft form [here](#)
 - *Discussion*
 - Is the 45 minute minimum necessary? Many of these observations will take the form of sitting down and discussing a faculty member's role, so it will not be a typical observation.
 - Perhaps the minimum should be 30 minutes instead of 45 (e.g., someone observing a 30 minute counseling appointment)
 - Perhaps we should say "up to 45 minutes" instead of "minimum 45 minutes"

- The concern here is that this would technically allow for very short observations.
 - Perhaps we should add guidelines similar to those on the online observation form that specify that observers will sit down with faculty members to discuss their roles.
 - In the “guidelines” portion, we should change the bottom category from “non-counseling, non-librarian positions” to “other” so that it encompasses positions like the Technical Services Librarian
- *Decisions*
- To keep the form consistent with the other observation forms, we will keep the 45 minute minimum.
 - We will add another example in the “brief observation overview” that says something to the effect of “I sat down with the faculty member to discuss their current role” to make clear that this is an acceptable form of observation.
 - We will change the final category in “guidelines” to “other.”

Next steps

- Send all of the information to Emmanuel and Tony. We’re done with this project!