

*Penn State Altoona
Division of Education, Human Development, & Social Sciences*

*Division Meeting
Friday, April 23, 2004
The Allegro Restaurant
5:30 p.m.*

MINUTES

Present: Bill Balch, Lori Bechtel, Margaret Benson, Tom Brouse, Ed Day, Cynthia Faith, Nedra Farcus, Ken Healy, Tick Hedrick-Sheaffer, Lauren Jacobson, Carol King, Suzanne Kuhn, Sharon Lacue, Dan Lago, John Linn, Sharon Love, Deb Marciano, Amir Maravasti, Robert Matchock, Dede McCreary, Karyn McKinney, Lynn Nagle, Carol Parker, Larry Pennington, Beth Seymour, Renee Steffensmeier, Valerie Stratton, Dave Thompson, Elise Vernarsky, Dan Wilshire, Jerry Wright

The meeting commenced at approximately 6:45 p.m.

1. **Approval of Minutes**

The Minutes of the March 30, 2004, meeting were approved as written.

2. **Comments/Announcements by Division Head**

- Retirees, Carol King and Tom Brouse, were recognized.
- Faculty members with 25 years of service, Bill Balch and Renee Steffensmeier were also recognized.

3. **Reports of Departmental Coordinators/Program Coordinators**

ROTC – Valerie Stratton

Captain Cruz will be leaving Penn State Altoona after only one year to pursue a non-military career. He has made an impact during his short period with us.

BB H – Lori Bechtel

No report.

C J – Ed Day

No report.

CN ED – Lori Bechtel

No report.

EDUCATION – Dan Wilshire

A reception will be held for the 22 education graduates. Eleven students graduated with distinction, one student with a 4.0 GPA.

HDFS – Margaret Benson

- The HDFS Honor Society inducted new members at a recent ceremony.
- A luncheon was held for the HDFS graduates.

KINES – Jerry Wright

No report.

NURSING – Suzanne Kuhn

No report.

PSYCHOLOGY – Valerie Stratton

No report.

SOCIOLOGY

No report.

4. **COMMITTEES**

a. Academic Affairs/Faculty Affairs – Valerie Stratton

A draft of the revised Guidelines for the Peer Evaluation of Teaching Effectiveness was distributed. Further reporting under New Business.

b. Distinguished Speakers Series

The Committee has had no communication from Jay Burlingame since forwarding the list of nominees.

c. Teaching and Learning Consortium - Sharon Love

TLC is very busy working on many up and coming events and projects for the next academic year (i.e., New Faculty Orientation, brown bag luncheons, etc.).

d. ITC Committee – Sharon Lacue

No report.

e. Faculty Advisory Committee on Academic Internships

No report.

f. Steering Committee for Computing – Karyn McKinney

The committee provided the following as a follow-up to the issue of computing needs for off-campus students:

- Computer labs on campus are open until 11:00 p.m.
- Commuter students may bring their computers to the Computer Center for servicing (service provided for on-campus students as well).
- The campus does provide commuter students with a CD that includes software, etc.
- The Computer Center does a census of the labs on a regular basis, hour by hour, to monitor if the lab hours need to be increased or changed.
- The new building will triple the size of the open labs.
- According to a recent survey, approximately 80% of students have their own computers or have access to the use of a computer (93% of the dorms have computers).

g. Scholarship Committee – Kevin Galbraith

No report.

DRAFT

Division of Education, Human Development, and Social Sciences

Guidelines for Peer Evaluation of Teaching Effectiveness and the Second Form of Student Evaluation

I. Composition of the Peer Evaluation of Teaching Effectiveness Committee

Size: Each faculty member under review shall have a committee of 3 members.

Eligibility: All College faculty members who have three or more years of teaching experience are eligible.

Procedure for Establishing a Peer Evaluation of Teaching Effectiveness Committee:

In the semester prior to the one in which the evaluation will take place, the Division Head will work with the faculty member under review to establish the committee. The faculty member under review shall choose three willing faculty members to serve on his/her committee. One of the three members should represent the faculty member's discipline area and at least two of the committee members should be from the Division. The third member may, at the faculty member's discretion, be from another division. Disciplines are defined in four categories: Education, Kinesiology, Nursing, and Social Sciences (BBH, Hum Dev, Psy, Soc).

II. Review Process

When: A peer evaluation of teaching shall be conducted during the regular semester preceding an anticipated provisional tenure review, final tenure review, or promotion review. Evaluations of teaching for other purposes may also be conducted at the request of a faculty member or the Division Head.

Procedures: The review committee for each faculty member shall choose its own chair from among the division members. The review committee will meet with the faculty member under review to discuss the course or courses to be reviewed; to receive syllabi, handouts, copies of exams, etc.; and to choose appropriate methods for judging the teaching effectiveness of the candidate. If possible, there should be multiple classroom visits by all of the evaluators. After due observation and deliberation, the evaluators shall write a group letter assessing the teaching effectiveness of the faculty member under review and submit it to the Division Head before the end of the semester in which the review of teaching takes place. The chair of the committee shall sign the letter. In the event that there is disagreement within the committee, the letter will include separate majority and minority opinions. The Division Head will place the letter in the faculty member's dossier when the evaluation is part of a tenure or promotion review. Evaluators shall share their conclusions with the faculty member in a manner which will help the faculty member improve his or her teaching effectiveness.

III. Procedures for Conducting the Second Form of Student Evaluation

The Division Head will send a letter to a sample of the faculty member's former students soliciting their feedback on the following items: 1) What are the strengths of the faculty member's teaching? 2) What are the weaknesses of the faculty member's teaching? 3) What suggestions do you have for the improvement of the faculty member's teaching? The members of the faculty member's Peer Evaluation of Teaching Effectiveness Committee will review and summarize the students' responses.