Leadership Meeting: College of Sciences
July 18, 2007

1) Announcements: Changes to graduation; Chairs lead own graduates.
Back to School Schedule (attachment and email)
No more paper schedules. Run off your own copies.
Memo on summer room utilization (attachment).
Draft of new college banner.
Lily Conference nominations: www.units.muohio.edu/lillycon

2) Advising Center: "Dear Deans, We are seeking to confirm the acceptability of the CAE professional staff advising majors within your college and its departments during the summer break. An email to me indicating departments and the necessary dates you would like us to advise your majors would be most helpful. As you know we are always willing to assist during the break times, however, only at your behest".   –Susan Neste

3) <u>Action Items</u>: Submit copies of all *standard contracts* to Sharon Meyer ASAP.
Talk to faculty about IDEA response rates
Grading changes coming: Limit of 6 W's
                                              Grade replacement limited to ASU
                                              Xfer courses to transcripted as "CR"

4) New monitors for administrative staff go to the position, not the person.

5) Strategic vs. Tactical views from the new administration.

6) New budget guidelines (but no new budget yet).

7) Faculty Professional Development and annual evaluation cycle.

    REM: The mission of the College of Sciences at Angelo State University is to promote inquiry, literacy, and service within the field of science.

    <u>Action Items</u>: Form a college-level committee to produce a Faculty development plan
                                for implementation during the 2007-2008 academic year.
                         Begin formal evaluation training for department chairs.

Example of Annual Development Cycle

1) Annual G&O Document: Faculty member, in consultation with department head, identifies personal Goals and Objectives for the coming year. This document must pay strict attention to rank descriptors, P&T progress AND potential for merit.

- Annual process should be part of multiyear goal-setting.
- Serves as the basis for self-evaluation at end of year.
- Changes during the year should be reflected in the document on file with the department head.

2) Self-evaluation: At end of development year cycle, faculty member uses their G&O as the basis for a self-evaluation. Each of the major academic areas should be addressed: teaching, research and scholarship. Teaching documentation must include a self-analysis of IDEA results. Self-Evident? In the absence of any additional documentation, the IDEA results will be the sole basis for evaluating student learning.

3) Creative Failure: If there is no risk of failure in the G&O document there is no challenge. It is OK, even productive for a self-evaluation to discuss failures, but only if there is some discussion of WHY a goal was not reached. The whole point here is to identify obstacles to professional development.

4) Debriefing: After examining the individual G&O documents, a meeting is scheduled with the department head to debrief on the year's activities. This meeting is a good time for the chair to provide the faculty member with objective data about how they contributed to the goals of the department: percentage of sections taught, sch production, or even formula funding generated if it is base year. This debriefing must include candid discussions about the faculty members progress (or lack thereof) towards P&T.

5) How do my dreams fit in? At the end of a cycle, a faculty member should be asking themselves how their own goals for professional development fit into the framework of excellence they are building with their peers.