Faculty Assembly Meeting
MINUTES
December 3, 2019

1. Call to Order – Sharon Edwards

   Sharon welcomed all faculty to the meeting and thanked everyone for contributing to the pot luck lunch.

2. Review and approval of minutes from last meeting

   The minutes from the November meeting were reviewed and approved as submitted, and copies were available at the meeting.

3. Treasurer’s Report – Ellen Oliver

   The balance in the treasury is $1316.27 as of November 30, 2019. Copies of the Treasurer’s Report were available at the meeting. Ellen is taking dues payments ($10/member for full time, $5/member for part-time) and Support Staff Luncheon donations ($20/member suggested). Feel free to leave your payments in her mailbox and she will get you a receipt.

4. SCHEV Award Opportunities – Louise Billaud

   Louise shared her insights, as a past winner and current peer reviewer, of the application process for the SCHEV Outstanding Faculty and Rising Star Awards. Her comments included:
   
   • Who are they looking for? Educators with demonstrated excellence in four areas: Teaching, Discovery, Knowledge Integration, and Service. The application package should be organized around these four pillars.
   • Application should be based on your school’s mission statement and your verifiable contributions to your students, your academic discipline, your institution, and your community.
   • Applications are due by September 30 each year, so it’s best to decide to apply in the spring, and then work during the spring and summer to compile your application packet.
   • Two-step application review process:
     o Preliminary panel made up of past awardees & people from your same institution level. Scores are assigned.
     o Final panel made up of provosts, community members, newspaper editors, general assembly members, and council members. Review top scorers and determine recipients.
   • How do you apply?
     o Nominate yourself to the Faculty Assembly in the early spring
     o Enlist support from the Vice President for Instruction and Student Services and the Public Relations office
     o Gather documentation material in May and June:
       ▪ Personal statement (2 pages max) – this will guide the process
       ▪ Summary of accomplishments (6 pages max)
       ▪ Letters of support (3 pages max)
       ▪ Curriculum vitae (2 pages max)
       ▪ Additional documentation (4 pages max)
     o Main writing is complete by the end of June
     o Public relations office will assist with formatting
     o Submit in September
   • Peer Review Perspective:
     o Clearly organized
     o Personal statement includes all 4 categories (Teaching, Discovery, Integration of Knowledge, and Service)
Personal statement that is well-written
- The file supports the institution’s mission
- Clear and indisputable evidence in all four categories

- Personal advice for NRCC’s next nominee:
  - Be vested in the process
  - Collect information as you go based on the four categories
  - Do not be discouraged
  - If at first you don’t succeed...
  - Embrace the challenge; the reward is incredible!

- For more information, visit the SCHEV OFA website

5. Faculty Evaluation Procedures – Pablo Chalmeta

Pablo brought up that we do not have a policy that faculty should not be present in the classroom while the students fill out the faculty/course evaluation forms. A discussion ensued, and the Assembly decided to request that Sharon reach out to the Deans to ask for this policy to be in writing. The policy would be that faculty should distribute the evaluations to students and then leave the classroom for at least 15 minutes. A designated student should collect the evaluations from his/her peers and submit them. Faculty could then return to the classroom to continue class, or the faculty could opt to end the class 15 minutes early to allow for evaluations to be completed.

On a related note, Tammy Parks mentioned the need for the service area and administration evaluations that faculty complete online to be completely anonymous, which is not currently the process as evaluators could be identified by the computer they use to complete the evaluation. A discussion ensued about the unlikelihood that these evaluations would ever be conducted on paper, but it was agreed that in order for them to be considered completely valid, the need for anonymity exists.

Pablo also brought up the fact that faculty should self nominate for the NRCC Faculty Award for Professional Excellence. Information regarding this award starts on page 15 of the Faculty Evaluation Plan (https://www.nr.edu/fs/FacultyEvaluationPlan.doc).

6. Family Fun Festival – Amy Dawson

Amy reported that she has found a DJ for us to use at the FFF who will play for $300. Faculty voted to approve of her arranging this for us.

Respectfully submitted by Ellen Oliver, Secretary