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HDAC meeting minutes 11/04/2014

Humanities Division Advisory Committee

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HDAC Meeting 11/4/14

Present: Graham, Eckerle, Odello, Wojtaszek, Brenneisen

Graham convened the meeting, suggesting we look at our list of tasks for the year and begin prioritizing them. It was agreed the revision of documents (Structure of the Division/ Recommendations for PRT) could be completed first, and on an efficient timeline. The remaining tasks are:

- concerns about book orders
- the possibility of switching to online SRT forms (course evaluations)
- the role of coordinators

1. Recommendations for PRT. There are two sets of procedures:

1. For tenured faculty
2. For non-tenure track faculty/ adjunct

It appears the main question is whether the PRT committee is needed to evaluate the PRT materials for either group. It is a workload question in both cases (either excessive for the div. chair or the chair of the PRT committee).

Is there any concern about too much of the process being controlled by one person (if all goes through division chair only)?

Could there be a contact person/ intermediate colleague before going to the division chair (it would constitute service for this individual)

Would any of these options be workable for music, i.e. lessons faculty?

There is also concern regarding the logistics of numbers of faculty who would be engaged in observations at any given time from year to year

Also, there would need to be a timeline for the process pertaining to adjunct* faculty: when to focus, where do we prioritize

**We should also verify the correct terminology for talking about these faculty members.*

Pieranna wanted to start with people who have been teaching in these types of positions for some time, rather than with new hires. Others feel the process should be in place early, to minimize potential problems with new faculty.

At last spring's division meeting, another issue was raised: Is there any contradiction between our procedures and AAUP policy (frequency of visitation or length of appointment as adjunct or non-tenure track)?

- Could PRT procedures be implemented for non tenured/tenure track faculty members at their request?

- Do we have the resources to take this on, if it turns out not to be required
- Is there a U-Wide policy regarding PRT for adjuncts? (James will consult policy library)

What are the PRT procedures for tenure-track faculty? P/T Committee handles these; there was one minor change requiring a two-week period for turning in observation reports, but otherwise these policies are stable and working.

When is next division meeting? (Eckerle will check—may not be until February)

We will attempt to have these documents revised before the next division meeting

2. Book orders—There have been concerns about late hires getting orders filled in time for classes, and about procedures for obtaining desk copies.

3. Online Evaluations. Relevant questions:

- can/should this committee take it on?
- do all divisions need to be consistent in procedure?
- can we verify the timeline of current procedure?
- who is responsible for the process and any potential changes? (Is it the Dean's office?)
- Whom do we contact next? Dean? Chair? Other division colleagues?
- might Steve (or someone?) check in with TC, or with our former pre-doc fellow
- seems like the issue has been brought up before, but not clear where, but it has not been embraced on this campus

Plan:

1. see if Steve will communicate with Paul from TC campus, for info on the procedures for online evals
2. speak with Pieranna
3. send initial email to gauge interest in the division

Questions: What is the student perspective on online vs. class time evaluations?

Brenneisen: Having class time is efficient, but students would find time on their own as well. Are students concerned about handwriting recognition? Students seem to feel safe, though aware there could be ramifications in some scenarios

In some cases (like individual music lessons) it is hard to maintain any anonymity with evals

4. Roles/ Tasks of coordinators

Does the coordinator position appear in UMM's constitution? If so, how is it defined? If it does not appear, is it worth considering submitting a question about the coordinator position to the Constitutional Review process?

Wojtaszek will look at constitution prior to next meeting.

Tuesday, 11/25, 2 p.m. is next HDAC meeting

Adjourned at 3 p.m.