



**Faculty Senate Minutes
Sam Houston State University
May 13, 2004**

Members present: David Bailey, , James Carter, , Mary Lynn DeShazo, Mark Frank, Mary Gutermuth, Marsha Harman, Deborah Hatton, David Henderson, Lady Jane Hickey, Penny Hasekoester, Joe Kirk, Gerald Kohers, S. Thomas Kordinak, Paul Loeffler, Valerie Muehsam, Debra Price, Gary Smith, Kandi Tayebi, Tamara Waggener, Christopher White, Patricia Williams

Member absent: Chris Baldwin, Steven Cuvelier (professional conflict), Stacey Edmonson (professional conflict), Holly Miller (professional conflict)

Approval of Minutes

Emendations for the minutes of April 49th were approved.

Committee Reports

Academic Affairs

Chair Loeffler and Senator Williams presented the questionnaire created for gathering data on instructor grading. Suggestions were made for further revision. The revised questionnaire was accepted by majority vote.

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University Affairs

Senators Carter and Kordinak presented recommendations for implementation of the IDEA system. The recommendations were accepted by a majority vote.

Faculty Senate Recommendations to Guide Proposed Policies for Student Evaluation of Faculty Teaching.

1. SHSU contract with the IDEA evaluation system to provide instruments for and analysis of student evaluations of faculty teaching.
2. SHSU faculty members be provided seminars in the nature and use of the survey instruments and in the appropriate analysis of the results.
3. SHSU administrators be provided seminars in the nature and use of the survey instruments and in the appropriate analysis of the results.

4. Results from the IDEA system should be weighted as 33% of the evaluation of the faculty members overall teaching performance. The Chairs evaluation should also be weighted at 33% and a faculty self evaluation should be weighted at 34% of the faculty members overall teaching performance.
5. Chairs, Deans and other administrators at SHSU be evaluated using the IDEA system for evaluation of administrators and that faculty participate in the evaluation of all levels of administration.
6. All T-Scores above 39 (based on national norms) on the ADJUSTED SUMMARY EVALUATION SCORE be evaluated as representing Adequate Teaching Effectiveness.
7. On the IDEA Teaching Effective measure, the ADJUSTED SUMMARY EVALUATION SCORE will be the only score used to evaluate the faculty effectiveness for FES 2-Student Evaluation of Classroom Teaching Effectiveness.
8. The ADJUSTED SUMMARY EVALUATION SCORE be calculated according to the following formula:
 - a. ADJUSTED PROGRESS ON RELEVANT OBJECTIVES be weighted at 70%.
 - b. ADJUSTED EXCELLENT TEACHING be weighted at 15%.
 - c. ADJUSTED EXCELLENT COURSE be weighted at 15%.
9. A standardized procedure for administration of IDEA be established campus-wide with the understanding that courses taught off-campus may require some deviation from the campus procedure.
 - a. The IDEA instrument be administered by a faculty member or staff other than the faculty member being evaluated.
 - b. The student survey be administered at the beginning the class.
 - c. A reasonable amount of time (15-20 minutes) be provided to students at the beginning of the class for completion of the forms and for thoughtful written commentary.
 - d. A specific set of statements concerning the purpose and importance of student evaluations be read to each class and that no deviation or exchange beyond the written statements be entered into between the students and the person administering the evaluations.
 - e. Conversation and commentary between students should be prohibited just as it is during testing.
 - f. The person administering the evaluation remains in the room until all of the evaluations are completed.

- g. The evaluations are then to be turned over to the appropriate departmental representative, other than the faculty member being evaluated.
 - h. All student evaluations will occur between the 10th and 13th weeks of a semester.
10. Tenure track faculty be evaluated every semester of every year.
 11. Tenured faculty members be evaluated one semester of every academic year as IDEA research findings recommend. The semester to be chosen at the beginning of the of the academic year by each faculty member.
 12. The primary use of IDEA be to improve teaching and administrative effectiveness.

Committee on Committees

Chair DeShazo presented the nominations for university committees. The nominations were approved by a majority vote..

Chair's Report

- Provost Payne has informed Chair Tayebi that the Deans' Council recommended that any merit funds available should not be used for Merit I. [A motion was made to recommend that 50% of whatever merit funds were available be allocated to Merit I. The motion passed by a majority vote.]

Old Business

The Senate voted by ballot for recipients of the Senate Administrative Leadership Awards. An outstanding department chair and an upper administrator were chosen as the recipients, which will be announced at the general faculty meeting in August.

Respectfully submitted,

Marsha Harman, Chair-Elect