

Commission on Faculty Affairs
Minutes
April 1, 2011

Members Attending: Debbie Smith (Chair), Jack Finney, Alan Grant, Leslie O'Brien (for Bruce Pencek), Sam Riley, Kay Hunnings (for Richard Sorensen), Ann Zajac, and Brad Klein

Guests Attending: Peggy Layne (Director, *AdvanceVT*) and Ray Van Dyke (Director, Office of Academic Assessment)

The meeting was called to order by Debbie Smith, Chair, who distributed the agenda with two new items.

- (1) Progress report on the Electronic Faculty Activity Reporting System (eFARS) from Digital Measures by Peggy Layne
- (2) Progress report on new Evaluation of Teaching Process by Peter Doolittle and Ray Van Dyke

The minutes of CFA on February 18, 2011 were approved without changes by email prior to the meeting.

1. Progress Report on the Electronic Faculty Activity Reporting System (eFARS) from Digital Measures

Peggy Layne made a presentation on the Electronic Faculty Activity Reporting System (eFARS) from Digital Measures, which the Provost's Office is in the process of implementing. A general overview of the eFARS is available on the Provost's webpage (<http://www.provost.vt.edu/efars.php>). The presentation focused on initial recommendations from an ad hoc committee that reviewed existing electronic faculty activity reporting systems in the College of Agriculture and Life Sciences and the Department of Wood Science and Forest Products.

CFA members watched a 5-minute demonstration video that showed how faculty members might use eFARS. The primary goal of eFARS is to provide faculty and administrators with a secure, reliable system for recording, tracking, and reporting faculty activities. The eFARS gives quick access of faculty data that can be produced in the form of specialized reports for accreditation and promotion and tenure dossier of faculty.

Peggy Layne informed CFA members that the eFARS will enhance the timely collection and reporting of information and activities of what faculty members are doing. Presently, faculty data from School of Education is being entered into the system and customization of the program fields is being done to produce standard eFAR reports by college. An ultimate goal may be to have a standardized university eFARS.

2. Progress Report on the New Evaluation of Teaching Process

Ray Van Dyke briefed CFA members on the progress made by the Task Force on the Evaluation of Teaching Process. The report focused on the electronic version of the Student Perception of Instruction (SPOI) instrument that had undergone revisions after several pilot studies in different colleges. The revised SPOI has 12 standard questions, with numerous other questions in five categories that can be included. Colleges and departments can choose the supplemental items they want students to respond to. The proposal is to have the SPOI administered for a period of two weeks just before exams begins.

Ray Van Dyke reported that the SPOI form was piloted last Fall, 2010 in the College of Natural Resources and Environment. Plans are underway to now pilot a more revised SPOI in the College of

Engineering this Spring, 2011. In addition the College of Agriculture and Life Sciences and College of Architecture and Urban Studies are also interested in the SPOI being administered by their faculty in Fall 2011. The task force is still discussing the process of administering the form electronically, the kinds of reports to be generated, and ancillary materials.

Ray Van Dyke further informed CFA members that the Peer Observation of Teaching and Self-Assessment of Teaching instruments are still being developed and members will be given progress report in due course.

Old Business

Revised Policy 13005

A motion was made and seconded to adopt the newly revised changes for policy 13005 that applies to all centers and university institutes on campus. The commission voted 8 in favor, 0 opposed for the motion.

Adjournment

There being no further business, the meeting was adjourned.

Recorder, Maxwell Awando