

Faculty Affairs Committee

Draft Minutes

2:30-4:30 p.m.

Thursday, October 26, 2023

Attendance: Dawn Schoenenberger (Co-Chair); Lore Kuehnert (Co-Chair); Dana Poole; Robert Rohan; Edward Bass; Juan Luna; Jeffrey Schramm; Alicia Drumgoole

Approval of Minutes: The minutes approved by unanimous vote.

New Business:

Faculty Observation Form Revision: Dana Poole brought a draft document called the Pilot Faculty Observation form. This form will be piloted with dual enrollment instructors initially but may be used for all faculty in the future, depending on the success of the pilot.

Instructor Input Form: The Committee reviewed a document entitled Instructor Input Form. This form will be used to pilot faculty observations for WCPS faculty. The Committee reviewed this document and made recommendations to help clarify and streamline the form. Dana Poole will update the questions. The committee recommended a yearlong pilot to make sure that the document works well and to give increased opportunity for feedback across academic divisions.

Old Business: The Committee reviewed documents from other Maryland community colleges to help understand how colleges assign duties to other faculty. Some colleges assign faculty duties as part of their job descriptions.

- Division Director
- Faculty
- Lead Faculty
- Program Coordinator

Next steps: Make a shared chart or file to list and compare duties from other community colleges.

Other Business: The Committee discussed the possibility/potential of formalizing the role of faculty liaisons for WCPS. If they are doing this, we should record this as part of their duties.

Next Meeting: November 30, 2:30 p.m. BSH Conference Room.

Adjournment: There being no further business, the committee adjourned at 3:30 p.m.

DRAFT