

Faculty Affairs Committee
Thursday, March 27, 2025
2:30 – 4:00pm
MINUTES

Present: Dawn Shoenenburg, Marti Grahl, Amanda Miller, Laurie Montgomery, Liz Gildersleeve, Dana Poole, Megan Dayhoff, Juan Luna, Ashley Dolsen, Lore Kuehnert

Guest: Joe Seiler

- I. Minutes for previous meeting approved
- II. Joe Seiler discussed ability of Softdocs to generating appropriate observation forms:
 - Softdocs will work much better for this, can add and disappear selected sections using drop-down menus (from the user perspective)
 - Concern expressed that with Softdocs, once an observation form process is started by a director, it would go straight to faculty and might sit uncompleted--can an unsigned/unsubmitted form can be triggered to send a reminder email or an push incomplete form back to director? Not sure of the ability to push a doc back to the director, but Joe thinks it reasonable that they would.
 - Will we be able to send a document backwards in the workflow to more easily correct problems or omissions? Joes says Yes.
 - Soft docs should be ready in the Fall, according to Joe—recommends not changing anything now before Softdocs can be set up.
 - Will be able to prefill forms easier (ID that is input will automatically trigger autofill for email address input and other related information inputs).
 - Will also be able to print out a form, send it to be physically filled out, and then scan the physical completed form back into the system as an image import.
- III. General agreement that a Base form plus question pools for online, face to face, and lab/clinical/externship
 - Base for also needs question regarding whether faculty use a master shell or not
 - Suggest relocating learning environment from BASE and moving it to the F2F format question pool (or since already incorporated)
 - A. Action items for next meeting:
 - Marti—will edit Base Form to reflect the above
 - Dana & Laurie will examine question pool for F2F observations
 - Juan and Liz will examine question pool for online
 - Ashley and Megan for clinicals/labs
 - Dawn, Amanda and Lore will examine faculty input form
- IV. Continue discussion of frequency of observations next meeting

Next meeting: April 24, 2025