

Faculty Affairs Committee
Thursday, April 24, 2025
2:30 – 3:30pm
DRAFT MINUTES

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

- I. Minutes for previous meeting approved
- II. Review of Forms
 - A. Marti configured each of the forms; categorizing them for the purpose of “question banks” for each of the specific teaching modalities. Everyone was well pleased with the result of this task.
 - B. Base Form: Marti presented and everyone agreed that there would be no changes
 - C. F2F Form: Dana and Laurie presented and everyone agreed that there would be no changes
 - D. Online Form: Juan and Liz presented – one minor edit to input “in the module observed” between “Content” and “presented effectively and engagement...”
 - E. Clinicals & Labs Form: Megan and Ashley presented – all agreed with no changes
 - F. Pre-Form: Amanda, Lore and Dawn presented. There was a robust discussion and it was determined that this form will remain to be used with WCPS, new adjuncts and at the discretion of the director (observer) as needed
- III. Discussion on end of year – agreed to move “Frequency of Observations” to FY26 Faculty Affairs work.
- IV. Additional Items
 - A. Final Report discussion (Lore and Dawn will complete – this will be a summary of the work that was complete in FY25)
 - B. A Faculty Affairs member will submit a Research Request – to put forward discussing the “Process of Observation: A written process is needed for guidance”
 - C. Marti volunteered to lead the work with Joe to input these forms into Softdocs – all agreed and thanked her for this work.
 - D. Informal discussion on AI – stated that Teaching & Learning is discussing this and it won’t go into effect until SP26 (available option for faculty to have mid/final-testing in a proctored environment for online programs)
- V. Continue discussion of frequency of observations next meeting

Next meeting: September 25, 2025