FACULTY AND STAFF DEVELOPMENT WORKING GROUP
SUMMARY OF MINUTES

October 21, 2010
2:00 P.M.
SOBA Conference Room

Present: Mark Logel and Barbara Hahn (co-chairs), Terri Ames, Keith Fox, Chris McKeag, Barbara Pieroni, Mike Tessier, Mark Davis, Tiffany Griffith, Hanns Pieper, and Barbara Byrley (Recorder).

Not Present: Greg Rike and Keith Gehlhausen

The strategic plan web site (www.evansville.edu/strategicplan) was made available on the UE website as of October 15th. Nine working groups are listed on this site. Our group will not have any alumni or students participating, and we are waiting to hear if we will have a Trustee member. (Since our initial meeting, John C. Schroeder has been named as the trustee serving on this working group.) This is the first time a Faculty and Staff Development Working Group will be a part of the strategic plan. This final product will be a working document for President Kazee.

Information from our group can be shared with others, however, in meeting minutes and discussions, we do not intend to attribute meeting dialogue any working group member by name or title. We actually want ideas and comments from others. Our group could also engage with other groups. Research will be utilized in this group, too, such as looking at other schools policies, guidelines, etc.

The Microsoft Sharepoint portal for our working group is http://portal.evansville.edu/strategic/staff.

The timeline on the strategic planning period will be short, but somewhat intense. While there isn’t a specific deadline for our final product, our goal will be to solidify ideas before the Christmas Break.

Mark Logel and Barbara Hahn, as co-chairs of this working group, will be meeting with the steering committee a consistent basis through mid-February. There is a Trustee meeting on February 18th, and a presentation will be delivered then. Our group will be finished by then, but the steering committee will continue on. President Kazee is chairing the steering committee.

Topics/Items mentioned for further consideration by this working group (in no particular order or priority)

A. Salaries and Benefits
   • Whole compensation package
   • Insurance, 401(k), and TIAA-CREFF, and other options
   • More choices on insurance including insurance affordability and coverage
   • Day Care
     o Would provide a good social work environment for students
     o Students work in daycare facility

B. Professional Development for Faculty, Staff and Administrators
   • Workshops
   • Conferences
   • Training (perhaps OTS) internal and external
   • Funding
   • Time – have 1-2 hours per week with no classes scheduled where faculty development activities could take place
- Resources for professional development
  - SPSS for all
  - Library
  - Technical
  - Technology training
  - Software and hardware

C. Annual Review for Staff
- Current review form:
  - Can be viewed as insulting; creates ill-will
  - Non-applicable questions
  - Lengthy
  - Not tied to pay increases; official way to document performance
- Review timing and purpose
- Train supervisors through workshops on how to properly complete the review form
- Provide resources by the University to improve form and provide training
- Follow-up progress during the year
- Mentoring program for new staff members

D. Workload Issues and Expectations for Faculty, Staff and Administrators
- Faculty are only evaluated on teaching and research but they also do lectures, spend time with students, participate in recruitment, registration, advising, etc.
- Somewhere along the way items by choice became obligations.
- Full-time Center for Teaching Excellence (CTE) Director

**Working Group “To Do List” prior to next meeting:**

1) Email other ideas and comments to Barbara Hahn.

2) Email your best available times for future meetings to Mark Logel.