



# MEETING MINUTES FEB. 11, 2022

10-11:30 a.m. via Zoom

**Meeting called to order:** 10:02 a.m.

**In attendance:** Maggie Eirenschmalz, Marynia Giren-Navarro (Chair), Scott Huber, Andy Hughes, Jonathan Lam, Ted Lambert, Casey Machen, Linda McGillicuddy, Jeff Olsen, Kofi Poku, Ben Scheible, Cecilia Vigil, Karen Wikander, Cheryl Woehr, Itzel Woolpert

**Absent:**

to have one plan which includes the evaluation and plan.

ed for training of the deans was reiterated by the committee. Marynia asked the committee if they want to continue  
ring the form or focus on training. The committee wishes to focus on a mid-year check-in and having the VPAA  
nent a training for the deans. It was also stressed by the committee; the mid-year check-in meeting should not have  
ive function. Disciplinary problems should not be in the evaluation process. The NSHE code already addresses it and  
es a process. It was suggested to have a mid-year meeting as a part of the evaluation process and to add a mid-  
onference space to the form. The purpose of a mid-year check-in is so there are no surprises to the employee over  
ney received in their evaluation.

*moved by Ben Scheible and seconded by Scott Huber to implement a mid-year check-in meeting only in instances  
the dean believes that the agreed upon annual plan performance rating might not be met, and have evaluation  
g provided to the deans. The motion passed.*

suggested to review the annual plan and remove items that are already addressed in the NSHE Code: S1.a, book  
loading the syllabus to the department drive, and the requirement for satisfactory student evaluations (defining  
ctory). Marynia suggested we return to this conversation at the next meeting.

## New Business

**Syllabus Required Statements:** An opposition to having required syllabus statements was brought to Marynia's attention. It was noted students do not read the syllabus. The committee wondered if department chairs are required to make sure the statements are included in the syllabus and whether a link to the VPAA's syllabus statement page could be used in the syllabus. The discussion also noted some statements protect instructors such as the plagiarism statement. Does every campus policy need to go on

*Ben Scheible moved and Ted Lambert seconded to have no required statements on the syllabi. The statements, listed as recommended statements, would be located on the Vice President of Academic Affairs website. The motion passed with 2 abstentions.*

**Observations on Canvas:** The committee did not get to this item in today's meeting.

## **Committee for AY 21/22**

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Committee dates for the remainder of the AY: 3/11, 4/8, 5/13

**Next Meeting:** March 11, 2021

**Meeting adjourned:** 11:46 a.m.