

Department Chair Meeting
September 5, 2017, L 109
Comprehensive Program Review: What's New?

Agenda Topic	Desired Outcome	Follow up Notes
Welcome	Welcome new department chairs – and new Interim Dean Ryan- and clarify purpose and intent of these meetings.	All were welcomed and introduced.
Teach and Learn: Distance Education	Review draft of department plans for distance education to get feedback. Review how to do online evaluations, including student evaluations	<p>DE Plans - Chairs should look for and expect the upcoming Distance Ed Plan document that will be forthcoming (draft was presented)</p> <p>Call for more Distance Ed Committee Membership.</p> <p>Online Evals – Faculty evaluators should review online supplements to COORs for details on what to expect in the online courses.</p> <p>Tips: Look at announcements</p> <p>Review instructor interactions via the discussion board (one can search discussion board topics by faculty name to find all faculty posts)</p> <p>Ask for examples of graded work (with student names removed) to gain more insight into the instructor's feedback process.</p> <p>Evaluators need to request student access to the course from the faculty being evaluated. The access is typically for a duration of 1 week and feedback is generally given for just that week being observed.</p> <p>The lesson plan submitted by the evaluated faculty corresponds to the agreed upon week of access.</p> <p>All the paperwork for online evaluations is exactly the same and can be found on the UF website.</p> <p>Evaluating faculty need to contact Courtney Diputado and ask that an student evaluation link be set up in the online course that is being observed.</p>

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		<p>There was some question about assuring the authenticity of the student evaluations that are completed using the link.</p> <p>Ryan will follow-up in more detail on the student evaluation process for online courses.</p>
<p>Lead : Comprehensive Program Review</p>	<p>Review draft of new template for Instructional Program Review for feedback. Review proposed revision of Program Review timeline/cycle.</p>	<p>Detailed notes on the proposed changes to the draft template were taken on the document and a new draft was developed.</p> <p>The new draft will be forwarded to the Planning Committee for review.</p> <p>The due date will be discussed at the Planning Committee as well. PSLO assessment reports will be due at the same time as the Comprehensive Program Review document.</p>
<p>Announcements</p>	<p>Catalog Revisions to Eileen Valenzuela by Sept. 29</p> <p>What's happening?</p>	<p>There was mention of a broken link in Eileen's email about catalog revisions.</p> <p>The opening on Thursday 9/7 of the staff and faculty art show was announced.</p> <p>The philosophy department together with student life will be showing films, having discussion and serving popcorn on 3 different dates this Fall with the first on Oct. 24.</p> <p>Please look for PSLO/CSLO drop-ins coming soon.</p> <p>Please vote via the link sent by UF on the compressed calendar options for the Spring semester.</p> <p>Drama students will be presenting a new satirical comedy show in December at the CA theatre that tackles many of today's important political issues.</p>