



Franz explained that the Administrative Committee is asking for committee bylaws and mission statements for each Faculty Senate committee. Their goal is to group the bylaws by committee type as uniformly as possible. Mission statements will help determine where there may be overlapping of duties and if the respective workloads are evenly balanced. The AC would like these developed over November and December of this year. Franz encouraged us to agree to ours so that the AC could use it as a guide for other committees. However, there is a lot to discuss, and much of it seems to go beyond the purview of our committee. One noted issue was that it is unclear how people are assigned to the FDAI Committee. Franz decided he would take our concerns and comments to the AC and hopefully get some clarification. He also decided to send out an email for our committee to discuss some of these issues further (e.g. Should there be a max/min number of members, and if so, what should those numbers be? If we elect a chair and vice-chair, must they be Faculty Senators? What should be the policy on members wishing to continue serving on the FDAI Committee beyond two years?)

#### IV. Report on recent progress on Fall 2013 Electronic Course Evaluation Vendor demos

Eric reported that two of the four vendors have presented so far this fall, and the next presentation will be this Friday, November 1 from 9:00 – 11:00 am in the Globe Room. He noted that the last vendor, a Canadian company, generated a very positive response (as they did last year). Eric asked us to encourage more faculty members to attend – especially rural faculty. After all four vendors have presented there will be a fifth debriefing meeting.

#### VI. Discussion on a potential renaming of the FDAI committee

Franz explained that he is looking into the official process for renaming a committee. We discussed the possible redundancy and ambiguity in our current name: “Improvement” being redundant and having a negative connotation, and “Assessment” implying that our committee is actually assessing faculty in some way. Joy suggested “Faculty Development and Teaching Assessment Committee”. Kelly suggested “Faculty Development and Assessment of Teaching Committee” so the acronym would be easier to say quickly. Franz suggested that we contribute suggested names through an email discussion that he will facilitate.

#### VII. Other Business (none)

#### VIII. Upcoming events

- a. Faculty Senate meeting: November 4, 2013
- b. next FDAI meeting: November 14, 2013 from 4:00 – 5:00 pm in Bunnell 222

#### IX. Adjourned at 3:00 pm.

Respectfully submitted by Kelly Houlton.