

(FIRST DRAFT)

**Curriculum Committee Task Force on Faculty Peer Review of Teaching
Minutes from Meeting on June 10, 2008**

In attendance: Crystal Cooper (Chair), Shelley Victor, Rachel Williams

The meeting began with a discussion of the general purpose and goals of the Task Force. Shelley Victor, Chair of the Curriculum Committee, presented a brief rationale for the development of the Task Force. She noted that the Curriculum Committee determined the need for a formative assessment instrument which would encourage improvement of teaching effectiveness through self-reflection.

The committee shared and discussed resources obtained from the internet regarding the use of Faculty Peer Review of Teaching at other universities as well as examples of observation forms utilized.

The following determinations were made by the committee:

1. The concept of faculty peer review of teaching is in compliance with the SLCD mission statement and best practices.
2. The Faculty Peer Review of Teaching process would not be used for the purpose of any type of formal university or program faculty evaluation or merit determination.
3. The term Peer Review was noted as more appropriate than the term Peer Evaluation, which might be misconstrued.
4. The dynamic and collaborative nature of the formative Peer Review process would add another dimension to development of improved teaching effectiveness when used as a supplement to the formal summative assessment student evaluation of teaching instrument completed and submitted by students at the end of each semester.
5. The review process should consist of three components-
 - a. Pre-Observation Meeting
 - b. Observation
 - c. Post-Observation Meeting
6. Training Guidelines are to be developed to ensure understanding of the process and implementation
7. It is expected that the Review Process will be in place for implementation beginning in the Winter 2009 semester.

8. The committee will discuss the Faculty Peer Review of Teaching concept and instrument with the faculty at the SLCD Staff Meeting on July 11, 2008.
9. A feedback sheet will be distributed to all faculty members asking-
 - a. Do you approve of the Faculty Peer Review of Teaching plan? If so, why and what suggestions do you have?
 - b. Do you oppose the Faculty Peer Review of Teaching plan? If so, why and what suggestions for improvement of the plan do you have?
10. Assignments were given to each committee member:
 - a. Rachel- Will gather information regarding faculty peer review of teaching on-line
 - b. Shelley- will develop an observation form questionnaire **(Shelley, would you also write a brief background/rationale for the SLCD program development of the Faculty Peer Review of Teaching process? Since you've been on the Curriculum Committee longest, you're most qualified to provide that information. Thanks!)**
 - c. Crystal- Develop Peer Review Objectives and Procedures

The committee members agreed to share information and meet before the July 11th Staff meeting (date to be determined). The meeting was then adjourned.

Submitted By:

Crystal S. Cooper, Chair

SLCD Curriculum Committee Task Force on Faculty Peer review of teaching