SoS Steering Committee Minutes  
May 4, 2015  
Earth Sciences Conference Room (SL 118)

**Voting Members present:** Dean Simon Rhodes; Michelle Salyers/Psychology & President; Randall Roper/Biology; Barry Muhoberac/Chemistry and Chemical Biology; Snehasis Mukhopadhyay/Computer and Information Science; Andy Barth/Earth Sciences; Vitaly Tarasov/Mathematical Sciences; Horia Petrache/Physics; Dennis Devine/ Psychology

**Non-Voting Members present:** Associate Dean Doug Lees; Associate Dean David Skalnik; Lin Li/Earth Sciences & Secretary; Bethany Neal-Beliveau/Psychology & Past President

**Guests:** Pratibha Varma-Nelson, and Annusha Rao, both from IUPUI Center for Teaching and Learning

**Not in attendance:** Associate Deans Kathy Marrs, and Jeff Watt

**APPROVAL OF AGENDA**

President Salyers called the meeting to order. The agenda was received, and she announced that she would change the order of the agenda. President Salyers asked for a motion to accept the change in order. A motion was made, seconded and carried to accept the change.

President Salyers stated she had not received any emails from anyone who would be interested in the Secretary or President position of the Steering Committee. She asked if any other members had received any emails of interest, or personal inquiries. No members received any inquiries. President Salyers will give a brief description of each position to advertise the position to faculty. She can send the PowerPoint that she showed at the Spring Assembly to the faculty listserv.

**APPROVAL OF MINUTES**

President Salyers mentioned that the minutes from the April 3 meeting were received in the morning. They will be reviewed by the committee via email.

**DEAN’S OFFICE UPDATE**

President Salyers announced Dean Simon Rhodes was present and would give his report. Dean Rhodes announced IUPUI Commencement to be held on Sunday, May 10, 2015. He stressed the importance of faculty presence at these programs. At the large IUPUI commencement program, Mitch Daniels, President of PU, and Michael McRobbie, President of IU, would both be in attendance. He also stated this year we would be awarding 29 PhDs; last year we awarded 32 – both are very positive numbers.

Regarding the relationship between Purdue and IUPUI, things are very good. Dean Rhodes stated that the independent Biology and Chemistry & Chemical Biology Ph.D. degrees went through the Purdue WL campus level approval. He also stated that this month the Purdue Board of Trustees would meet to vote on these degrees. The degrees then would go to the ICHE. The other departments with similar degrees (Math Sci, Physics, Addiction Neuroscience, and Computer and Information Science) are constructing their proposals.
Dean Simon Rhodes reviewed the status of faculty searches in some departments (Mathematics, Physics, Earth Sciences, Chemistry, and lecturer in Psychology). Dean Simon Rhodes stated the Search and Screen Committee for Academic Dean for Academic Affairs had been appointed and had their first meeting. He asked members to encourage colleagues to apply, and keep up the conversations to the individuals who are interested. If you talk to someone who has questions or would like additional information about the position, Deans Rhodes, Watt and Marrs are all available to meet informally with any interested faculty.

OLD BUSINESS

a. Peer Review of Teaching
President Salyers welcomed the guests Pratibha Varma-Nelson and Anusha Rao both from the Center for Teaching and Learning, IUPUI. They have been working with us to create guidelines for standardizing peer review of teaching. We gave them samples that some departments currently use, and asked them to create a more standardized document for Promotion and Tenure purposes. They presented the attached handout to the Ad Hoc committee and now the Steering Committee members for feedback, concerns or questions.

A lengthy discussion followed with suggestions, comments, questions, clarifications, etc.
- suggested changing some wording
- define effective learning, satisfactory teaching
- recommend give to the person being reviewed, followed by pre meeting, meeting in classroom, and afterwards
- who does the review? How many?
- how to use in Promotion and Tenure situations
- is it formative or summative?
- for full professor? How often? Currently peer review is currently required for professors seeking promotion to Full, but not after.

It was suggested to make a few minor changes, make the rating section smaller in size (fit on one page), and then take back to the department. When the committee meets again in the fall, this item will be a high priority to discuss. Once being approved by the committee, the standardized document for Peer Review of Teaching will then be presented in an open forum at a faculty assembly.

Two topics are recommended to be discussed within individual departments:
- Features of the instrument
- Best Practices for how this is done

Pratibha stated that these are only guidelines, and she encouraged that our school should take ownership and make changes to fit our school/needs.

b. Financial Representative for Faculty Assembly
President Salyers stated that we need to select a campus Financial Representative from this Committee. Two options have been presented. One option is that one person just serves on the Faculty Council Financial Committee. Another option to create a smaller Subcommittee to work with Doug Lees (Associate Dean for Planning and Finance) that would include the Financial Representative and a few members of the Steering Committee. We also discussed that Doug could present more frequently at the Steering Committee, instead of creating a new working group.
More discussion followed. Because no one volunteered right then, and several new members would be joining in the fall, this will be on the agenda for the first meeting of the new academic year (approximately in August).

c. FAR-Annual Review Update
Dean Simon Rhodes explained the waiving of the FARs for Psychology faculty. Although the Psychology faculty did not complete FARs this year, they did complete an equivalent, extremely detailed report in addition to providing their CVs. The Psychology Chair was told that in case the School was asked for a report or a summary, Psychology content would be provided by the Psychology chair.

Dean Simon Rhodes also mentioned that the university is looking into a new commercial system to replace the FAR, which has ability to search various databases, and has been used by other universities.

MEETING ADJOURNED