In Attendance:
Debbie Lester, James Tompkins, Ken Harmon, Susan Carley, Randy Stuart, Doug Moodie, Bruce Clements, Don Sabbarese

Meeting Called To Order at 3:32 p.m.

Agenda Item 1: Development of written guidelines for DFC selection of Faculty Ambassador

S. Carley presented the written description of the Faculty Ambassador Award. The award, including the submission procedure, is still not clear to everyone. Discussion followed regarding who qualifies and suggestions were made regarding the submission process.

J. Tompkins suggested edits to the description and moved that it be accepted as follows:

> The Faculty Ambassador award is granted biannually to an individual faculty member whose achievements exemplify the mission of the Coles College. The award is given in recognition of outstanding accomplishment across multiple dimensions such as teaching, relevant research and practice, or service activities resulting in something of value to the marketplace.

Motion seconded, D. Sabbarese.
Motion passed, unanimous.

Discussion continued regarding the process for submission.

J. Tompkins moved that:

> Each Department Faculty Council will email their respective department the Faculty Ambassador Award description and request nominations. These can be nominations of other faculty or self-nominations. The nominee will submit no more than one page addressing how they meet the criteria for the award to their respective Department Faculty Council. The Department Faculty Councils will submit a maximum of two nominations to the Coles Faculty Council for selection.

Motion seconded D. Lester.
Motion passed unanimous.
Agenda Item 2: Actual selection of Ambassador

Due to lack of nominees, no selection made. The next ambassador will be selected at the January meeting.

The nominations will be due to the department faculty councils by November 24 and are to be provided to the Coles Faculty Council members by December 1 to provide time for review prior to the January meeting.

Agenda Item 3: Shared ideas/feedback on respective departmental bylaws

The committee discussed the varying DFC compositions. Pros and cons for the varying sizes were presented and ideas were shared about how to make them work best. Suggestions were made regarding reviewing individual departments' bylaws and feedback was provided about utilizing the DFC as a sounding board for the department chair.

Agenda Item 4: Proposal for Faculty Development Seminar Series

S. Carley presented a proposal (attachment a) for *Coles College Faculty Enrichment Workshops*. The workshops would address topics relevant to business teaching and would be help during lunch approximately once per semester.

D. Lester moved that the committee try this activity once to determine its success. It would be sponsored by the Coles Faculty Council with food to be provided by the Dean’s office.

Motion seconded, B. Clements.
Motion passed, unanimous.

S. Carley and B. Clements volunteered to arrange the first workshop.

Other Business
D. Sabbarese moved to accept the minutes from the October meeting.
Motion seconded, D. Lester.
Motion passed, unanimous.

Meeting adjourned, 4:33 p.m.

Next meeting: Early January, Date to be determined

Submitted by Lisa Bauer, November 4, 2009
Approved by CFC, January 27, 2010
Proposal (from Susan Carley)
Coles College Faculty Enrichment Workshops

Purpose: To develop a series of faculty enrichment workshops on topics of timely interest to business faculty. Whether novices to the classroom or career veterans seeking reinvigoration, instructors can benefit from sharing ideas and learning first hand how colleagues deal with academic challenges and frustrations. Workshops will be developed to address a range of topics including best practices, classroom management skills, balancing teaching with research and service, and faculty mentoring, to mention some possibilities. Presenters/participants will be drawn from KSU faculty and staff.

Logistics: Initially, offer on a once-a-semester basis during lunch time. Workshops will not compete against Brown Bag events. To facilitate participation, sack lunch and beverage could be included.

Rationale: CETL provides many excellent opportunities for faculty development, but faculty needs and student characteristics vary across disciplines, suggesting a need for some enrichment experiences specific to business education. A forum for informational exchange among colleagues in related disciplines would be helpful to the Coles faculty.

Potential Topics:

Session A: Best Teaching Practices

Two to three Coles instructors noted as excellent teachers will participate in 40-minute presentation of what they do in the classroom. Thirty-minute audience input session will follow.

Session B: Handling Difficult Students

Difficult students can spoil a class session or an entire course. In a few rare instances, problem students have turned violent, as occurred last year at Virginia Tech. Managing problem students is a challenge each of us faces at one time or another.

This session will include a guest presenter from KSU’s Psychological and Counseling Services who will speak on managing a problem student, techniques for defusing uncomfortable classroom situations, and ways of recognizing and responding to students who may require outside intervention.

Session C: Charting the Course of Your Academic Career

A session for more recent entrants into the academic workplace, presenters will be accomplished “veteran” colleagues discussing the steps they have taken in their professional lives and suggest how newer colleagues can successfully manage their own careers.
Session D: What to Make of Your Student Evaluations

A large body of research has developed around the meaning and usefulness of student evaluations ratings of teachers. While these rating systems may be used (correctly or not) for other purposes, the original and primary intent of gathering student input was to develop/improve individual teaching practices.

This session will present up-to-date research findings on what student evaluations actually tell us and how they should be correctly interpreted. The focus will be on identifying useful information to improve one’s teaching. Presenters will be Coles faculty with research background in the area of student evaluations. (I am involved in an ongoing project with Samia Siha and Hope Baker, and would be happy to be one of the presenters.)