**Executive Committee Meeting Minutes**

**November 6, 2015**

Present: Esma Gel (Chair), Keith Holbert (Secretary), David Allee, Marcus Herrmann, Nadia Kellam (by phone), Greg Raupp, Xiao Wang, Brent Vernon, Cun-Zheng Ning, Kenn Sullivan (by phone), Narayanan Neithalath (by phone)

Absent: Shawn Jordan, Arunabha Sen

1. **Approval of the minutes of our last meeting**. Minutes from October 2, 2015 were approved unanimously.
2. **Election of new AFSE Secretary**. Two names have been submitted in nomination for AFSE Secretary. Esma suggested that more names should be collected. Committee is to submit names to her for sharing with the Nomination Committee (Huan Liu and Hanqing Jiang).
3. **Dean’s Dissertation Award**. Several changes have been made to the criteria for this award. One award per school will be awarded each Fall (only). Because of University-driven deadlines for Commencement, the dean requested a quick turn-around from directors for nominations and then identified a winner. In the future the Executive Committee will manage this process. The dean will also send an email to the EC explaining these changes.
4. **Faculty Evaluation Process**. The Executive Committee has previously been asked by the dean to review and suggest revisions to the current Schools faculty evaluation process. Specifically:
	1. What are the expectations of the annual review process from a faculty perspective (most important)?
	2. What is the potential to streamline the process?
	3. What is the meaning of the scores and weights used on the evaluation form?

Last spring the EC discussed the present faculty evaluation process which resulted in many good comments. The committee felt that there should be some level of diversity allowed in the evaluation process simply because each of the units are different in important ways. It was also suggested that the process be drastically simplified. It was decided that an email will be sent to faculty in all units by the EC asking the following:

1. What are your expectations with the faculty evaluation process?
2. Would you be interested in a streamlined version of the form? Yes/No and Explain.
3. If you wanted a shorter form what sort of data should we collect?

The responses can be sent to EC members who will remove the names. Esma will send an email draft to the Committee.

Next meeting will be held on Friday, December 4th at 12 NOON in BY 660