**Evaluation Committee Meeting**

**March 5, 2013 9:00am – 10:00am**

In attendance: Lynette McFarlan, Stephanie Davis, Mardell Wilkins, Heather Steel

1. Administrative Faculty Evaluation Process Update
   1. Heather and Mardell reported that the process is almost complete. The sub-committee will give an oral and written report at Faculty Senate. The written report will include the forms and procedures.
2. Field Work Evaluations
   1. Stephanie and Laurie Walsh will work on a simple narrative-style format that students can use to evaluate classes that don’t fit into the IDEA form evaluations. Need to verify with Mike that this form will not be included in overall IDEA score.
3. Adjunct Evaluations
   1. Tabled

Next meeting: April 2, 9:00 a.m.