

**2013-2014 UNIVERSITY ARTP COMMITTEE  
MINUTES  
Approved: October 15, 2013**

**Meeting #5  
October 1, 2013**

Members Present: Dillon, Dube, Gee, Hall, Jones, Mayes, Porter, Shaw

Members Absent: Dammel, La Rocco, Roberts, Turrill

Minutes: The minutes of the meeting of September 17, 2013 (#4, 2013-2014) were approved as published.

Agenda: The agenda was approved as published.

Information:

The Faculty Senate Office will now send electronically to each member of the Committee the “approved” version of each set of minutes following the meeting at which the minutes are approved.

1. Consequences that follow from a meeting of the evaluation committee with the candidate after the evaluation statement has been adopted by the committee and sent to the file

Dillon invited the Committee’s attention to copies of sections 9.02.A and B of University ARTP policy. If the faculty member requests a meeting with the evaluation committee the meeting must occur, but the consequences of such a meeting following the completion of the evaluation statement are not specified. Discussion included Porter’s report of his responses in the two instances of evaluation committees’ inquiries to him about the consequences of a meeting with the faculty member. Following discussion, the Committee agreed to state in the minutes the following understanding: Reconsideration of an evaluation statement may occur only through the process of having new material added to the file after the file closure date or as a result of the faculty member’s requested meeting with the evaluation committee. The evaluation committee may consider the faculty member’s statements made at such a meeting and may agree following its deliberations in the absence of the faculty member to change the evaluation statement, for example, to correct an omission in the original statement.

2. Subcommittee reports, discussion and action

- a. Subcommittee I (Roberts, Jones, Mayes) The subcommittee is waiting for a response from Teacher Education to clarify language in its proposed change pertaining to electronic submission of student evaluations.\*

- b. Subcommittee II (La Rocco, Dube) is waiting for a response from Education Leadership and Policy Studies to clarify language in its proposed change to electronic submission of student evaluations.\* Proposed changes to the ARTP documents of the Departments of Anthropology and Art are pending in the units.
- c. Subcommittee III (Turrill, Dammel, Shaw) is considering proposed changes to the ARTP documents of the Departments of Family and Consumer Sciences and Biological Sciences.
- d. Subcommittee IV (Dillon, Hall, Gee): Proposed changes to the ARTP document of the Department of Speech Pathology and Audiology have been returned to the unit for suggested revisions. Proposed changes to the ARTP document of the Department of Child Development\* are pending in the unit.

\*Note: The College of Education is in the process of preparing a new ARTP document to reflect its new organizational structure.

3. Provost's proposals to amend UARTP policy

The Committee continued its discussion of this topic, having before it the Provost's memorandum of January 8, 2013, and two draft amendments from Spring 2013. Discussion continued to the time of adjournment and will resume at the next meeting.

Adjournment

The Committee adjourned at 4:55 pm. It will reconvene on Tuesday, October 15, 2013.

These minutes were prepared by Marsha Dillon.

These minutes have not been approved. Any additions or corrections to these minutes will be reflected in the minutes of the next meeting.