1) Approve minutes from January 16, 2013 meeting

2) Reiterate meeting times Spring 2013:
   - **March 20**: 9:30-10:30 (Robins Award decision to be made)
   - **April 17**: 9:30-10:30
   *Both meetings are scheduled for NR204*

3) Teacher of the Year and Faculty Advisor of the Year awards
   a. Review criteria
   b. Nomination access, confidentiality
   c. To be decided at March 20th meeting

4) Discuss progress on focal areas:

   Focal Area #1: **IDEA survey:**
   a. Finalize list of institutions for the one-year “benchmarking” study via Michael Torrens
   See IDEA information on this type of study: (see Benchmarking Study handout)
   http://www.theideacenter.org/services/student-ratings/benchmarking
   b. Finalize list of data mining questions for Michael Torrens (see Data Mining handout)

   Focal Area #2/3: **Teaching portfolios & Peer evaluations:** KM, KL, AC working on an FEC Canvas “course” targeting tenure track faculty.
   a. FEC member enrollment in “course”: link available, materials being uploaded
   b. Need additional input from all units with respect to teaching evaluations beyond the IDEA instrument – in particular, examples of teaching documentation (including portfolios) and peer evaluations

   Focal Area #4: **Role statements:** There was a great deal of concern at the Faculty Forum about role statements and the meaning of percentages with respect to work loads and evaluation.
   a. Need update from Alan Stephens about BFW activities in this arena