

Deans and Panelists Suggested Agenda
ILP Review Panel Meeting (panelist)

Deans schedule 2 to 2 ½ hours for the entire meeting. The candidate should be in the room for about an hour.

The meeting with the panelists is scheduled 20-30 minutes prior to the candidate's expected arrival, depending on how much discussion is anticipated. The dean can determine this by using completed report forms collected from each panelist. Unless there is an emergency, *a candidate should not wait more than 5-10 minutes for the meeting to begin*. Candidates who must wait are immediately put on the defensive, setting the wrong tone for the meeting.

- I. **Before the candidate arrives:** Panelists and dean meet to discuss individual impressions of the draft ILP and come to consensus on areas of the ILP that require further clarification or amplification by the candidate. The dean should stress that the meeting's purpose is not to criticize the candidate, but to help the candidate refine his/her work. *See below for suggested approaches.*
- II. **Greet candidate:** This is a rapport-building opportunity and a critical dimension of the meeting. The tone for all communication during the meeting should be one of support and collegiality. The formative nature of this process should be stressed. *See tips below on reinforcing a supportive tone.*

Purpose: The dean/director should first, with the candidate present, repeat the information on the purpose of the meeting. The purpose of the meeting is to support the candidate through asking questions that refine his/her plan and to assess the candidate's understanding of the Essential Competencies.

III. **Discussion and Clarification:**

Workload Context: Candidate describes how he/she will be able to manage campus and college duties, along with the ILP work. (3-5 minutes)

Professional Philosophy: Candidate describes an experience from his/her practice that encapsulates professional philosophy or gives an overview of his/her professional philosophy. (3-5 minutes)

Faculty Learning Outcome: Candidate explains faculty learning outcome plans and comments on how FLO's will improve professional practice. (20 minutes)

- **Only the Faculty Learning Outcome Statement is assessed and, if necessary, revised and resubmitted within two weeks of receiving the written report.** The dean will approve the resubmission and disseminate the revised FLO's to the panel.
- The other elements, including the philosophy and the action research plan are NOT assessed. Any feedback provided on these elements will

be integrated into the portfolio in the following year.

Essential Competencies: Candidate explains his or her understanding of each Essential Competency. (3-5 minutes each)

- Assessment
- Inclusion and Diversity
- Learning-centered Teaching Strategies
- LifeMap
- Outcomes-based Practice
- Professional Commitment
- Scholarship of Teaching and Learning

IV. Closure:

If there is clear agreement among the panelists on areas of strength, the panel may summarize those strengths for the candidate. Areas of improvement and suggested courses of action will be detailed in the written report. Dean provides date for when the candidate can expect to receive the written report (no later than 2 weeks from the review panel meeting).

Written Report: Dean will provide a date for when the candidate can expect to receive the written report (no later than 2 weeks from the review panel meeting).

After candidate leaves: Panelists and dean meet 30 to 40 minutes to come to a consensus about the written feedback and evaluation and to determine specific suggestions for improvements. Dean is responsible for the written report and process for panelist approval of the written report.

Post Panel Meeting with Dean: Dean also schedules a meeting with the candidate to discuss the written report (no later than 2 weeks after receipt of report).

Helpful Tips for the ILP Panel Review

Sample Introductory Comments to Panelists:

I really appreciate you volunteering to do this work. You are essential in supporting and guiding our new colleague. Valencia has a lot invested in [candidate's name], and I know that all of you, like I do, want [candidate's name] to succeed. Let's keep the tone supportive and productive, one of inquiry and collegiality, honoring the work the candidate has produced while also giving her constructive feedback. [Wax on if you want. Have a similar introduction when candidate arrives. Be sure to have each panelist introduce him or herself.]

Suggestions for Managing the Meeting:

- We recommend encouraging each panelist to ask clarifying questions. (see examples below).

Sample Clarifying Questions:

- *What was your thought process behind the assessment methods you are proposing to use to determine whether FLO 1 (Action Research) is successful?*
- *How did you know this was a problem for your students? (Follow Ups) Did you gather any concrete evidence from your students to show that this is a problem? Did you collect any data from CATs or other assessment tools to determine whether this is a problem?*
- *We were a little confused about how your outcomes and assessment methods align. Could you clarify that connection for us?*

Tips for successful panel meeting:

- Don't place the candidate at the head of the table.
- Have water and snacks.
- Hold meetings in conference room or neutral space (not the dean's office).
- Have each panelist contribute to the discussion.
- Bring a copy of the competencies and indicators.
- Ask panelists to assess ILP and complete a report form prior to the meeting. Collect those reports a couple of days ahead.