

Evaluation & Assessment Committee Minutes – November 5, 2018

Present: Jim Bisgard, Marty Blackson, Greg Lyman
Absent: Martin Kennedy, Terry Wilson, Michael Johnson
Guests: Lidia Anderson

Meeting was called to order at 1:06 p.m. Minutes of October 26, 2018 were approved as written.

SEOI Policy/Procedure

Questions surround the issue of which classes should receive SEOIs. For student teaching and internships (__90 classes) there is no teaching effectiveness to be judged. Faculty fill out a form at the beginning and end of the quarter, and that is all they do, so no SEOIs are needed. For thesis advising, such as master's or senior thesis, or independent students, SEOIs should be given for 5 or more students. However, there are questions as to which form would be appropriate in these situations. Jim recommended reviewing the email listing types of SEOI forms, which Lidia sent a few weeks ago. For any other courses that should not receive SEOIs, faculty would need to have an argument as to why an SEOI is not needed. Lidia has a spreadsheet to organize and track the SEOI forms that are used for all departments. This is sent to departments, and they have the ability to make changes to the forms they would like to use. Lidia would like EAC to define the SEOI form type in terms of the instruction mode so that she can provide more specific criteria for departments. This should help with streamlining the process of identifying the types of forms that should correspond to courses.

Another question relates to amalgamating several classes, such as the Music department does. Art would possibly like to do this as well for studio courses with the same courses of three students each at different levels with the same instructor. Lidia addressed the procedure for Music to combine several classes for SEOIs. Scheduling sends the department their schedule to review to confirm that they are still teaching the courses. At the scheduling level they can combine two or more courses together in the system, and Lidia can combine sections for SEOIs. While this may create issues in Canvas, it sounds like something changed with Canvas so students are no longer able to see other students in the course, which prevents any FERPA issues. Jim will check with some people who've combined courses to see how it worked for SEOI reports, Canvas, Faculty180, etc.

Questions surround Running Start students are well. These are students who come to CWU to take regular classes with regular faculty; do these students complete SEOIs? Additionally, what about College in the High School? These are high school teachers who are contracted to teach college-level courses in high schools, but they are actually faculty contracted with the university and have all the same benefits are adjunct faculty; however, they are only observed twice. College in the High School does receive SEOIs.

A question related to policy concerns the timeline of SEOIs. Faculty should not be able to have SEOIs open before uncontested withdrawal. Hardship withdrawal is different. Suggested policy language might read: "SEOIs may not be administered prior to uncontested withdrawal." There are concerns as to

how this would work for 1-week intensive courses. Generic language should be used in policy and procedure so no specific departments can be identified.

Survey Questions

Draft questions for the Faculty Survey on the Role of SEOs in Assessment of Teaching were review. The following changes were made:

1 - change "to personnel committees (department or college)?"

DPC 1 - "viewing" to "reviewing" ; add "for evaluation"

DPC 2 - "good" to "effective"

FAC 1 question - also ask DPC

FAC 2 - define formative vs. Summative

DPC 4 - define formative vs. summative

DPC 5 - also ask Faculty

FAC 2 & DPC 4 – Define formative assessment as follows: “Formative assessment can inform and reform instruction to improve learning and teaching.” Define summative assessment as follows: “Summative assessment can show knowledge and skills demonstrated on tests after instruction.”

Questions and timeline for assessment of academic administrators

Assessments will be done for the president, provost, Bernadette, Gail, Gayla, and the college deans. Questions from previous years can be reused, but new questions will have to be written based on the job descriptions of the associate provosts. Questions will be drafted at the next meeting.

Meeting adjourned at 3:00 p.m.