

Evaluation & Assessment Committee Minutes—November 30, 2018

Present: Jim Bisgard, Martin Kennedy, Greg Lyman

Absent: Marty Blackson, Terry Wilson

Guests: None

Meeting was called to order at 1:10 p.m. Minutes of November 16, 2018 were approved as written.

Questions for Associate Provost Evaluations

Questions from the previous associate provost evaluation will be adapted to the two new associate provost evaluations based on individual job descriptions.

Two new questions will be added to each associate provost evaluation:

- The Associate Provost for _____ (Accreditation; Extended Learning & Outreach; Undergraduate & Faculty Affairs) is responsive to faculty feedback.

- In making decisions the Associate Provost for _____ (Accreditation; Extended Learning & Outreach; Undergraduate & Faculty Affairs) incorporates appropriate faculty input.

Questions for the Associate Provost for Extended Learning & Outreach:

The Associate Provost for Extended Learning & Outreach:

- is effective in supporting university centers.
- has effectively developed academics at the university centers.
- has aided development of online courses and programs.
- ensures high quality for online courses and programs.
- has effectively increased the size of online programs.

Questions will be answered on agree/disagree Likert Scales.

Questions for the Associate Provost for Undergraduate & Faculty Affairs:

The Associate Provost for Undergraduate & Faculty Affairs:

- has expanded undergraduate research and creative expression campus-wide.
- supports strong faculty governance of CWU academic programs.
- communicates well with faculty, Faculty Senate, and United Faculty of Central (faculty union).
- promotes an inclusive campus environment.
- works to improve faculty excellence and diversity.
- ensures that policies and procedure relevant to undergraduate education are up-to-date, accurate, and timely.

Questions will be answered on agree/disagree Likert Scales.

Administrators will be able to see these and free to add anything they would like.

SEOI policy discussion

The next task is to determine which instruction types correspond with which SEOI forms. We have already established that the policy will apply only to faculty who teach at CWU as defined in the Faculty Code.

Timing also needs to be identified. There are two times when IS determines who receives SEOIs. One is the fifth day of classes, and then the other is the day after add/drop. There are concerns about enrolling students after add/drop as late enrollment.

SEOI Survey

Jim reviewed the survey questions with department colleagues and received some feedback.

Recommended changes:

PC 1 – add "not sure" option to list of choices

PC 2 – change “what tools beyond...” to read "what tools other than..."

PC 3 – delete "and reform"

PC 4/FAC 3 – Reword question to read: “If SEOIs are used only formatively, response rate is a less important issue” with agree/disagree option for answering.

For questions PC 3 and PC 5 – use parallel structure. In PC 5, move the first sentence to the end of the question. For both PC 3 and PC 5 clarify the Likert scale using agree/disagree options.

PC 6/FAC 4 - change "relevant" to “useful”; add "for improving my teaching."

FAC 6 - switch order of college Dean and department chair

PC 9/FAC 7 - Change "college" to "unit." There are people who teach in student success who aren't in a college. Also add an option for "other"

Meeting adjourned at 2:20 p.m.

Next meeting:

January 4, 2019

1:00 p.m. Grupe Center