Evaluation & Assessment Committee
Minutes – January 18, 2019

Present: Jim Bisgard, Marty Blackson, Martin Kennedy, Cody Stoddard, Terry Wilson
Absent: Greg Lyman
Guests: none

Meeting was called to order at 1:08 p.m. Minutes of January 4, 2019 were approved as amended.

Review timeline for Administrator Evaluations

Exact timing will depend on when the reviewed questions come back from EC. The annual assessments of EC and Faculty Senate will also need to be done. It could be useful to provide summaries of all the assessments at the May 29 senate meeting, but survey fatigue is a risk. It would also be worth considering if assessment information is more beneficial for EC or for Faculty Senate. Only senators evaluate EC, but all faculty evaluate Faculty Senate. Cody will ask EC for feedback on the Faculty Senate and EC survey questions. The same questions from last year's surveys will be used.

Next year we will consider to doing the administrator surveys during winter quarter, but this year's timeline can't be changed. Questions will need to be finalized and sent to administrators for review by March 11.

Finalize Faculty SEOI Survey

Greg emailed some suggestions from his department. One suggestion is to have a preface about the survey to indicate what it is, and what we will do with it. The preface could also indicate where the numerical scores can be viewed.

The following changes were made:

Reword Question 1: "Have you ever been a department chair, or a member of department of college personnel committee at CWU?" Answer choices are Yes; No, but I have evaluated faculty in other roles; No, I have never evaluated faculty.

FAC 2: Formatting - move first sentence of second paragraph so it is included in the definition/description and separate from the question.

PC 3: reword 1st sentence to "Formative assessments are assessments that are intended to facilitate improvement in..." Strike "and should allow time...." in 2nd sentence. Add "over time" to 3rd sentence.

PC 3: Edit format to match FAC 2

PC 4/FAC 3: Reword to read: "If SEOIs are used only formatively, I would be less concerned about low response rates."

PC 5: Formatting - move the first sentence of second paragraph to the end of the first paragraph.

PC 6/FAC 4 & PC 7: Formatting – restructure to ask 2 questions: 1st "Comments from SEOIs should be used to evaluate instruction in a formative fashion"; 2nd "Comments from SEOIs should be used to evaluate instruction in a summative fashion".
Include a reminder of summative and formative assessments using the first sentence of each definition in PC 4 and PC 5.

The preface statement will read:
"The Faculty Senate EAC seeks input on faculty views on how SEOIs should be used for evaluation of teaching. A numeric summary will be available in the Faculty Senate office. Written responses will summarized, with selected representative quotes so individual respondents won't be identifiable."
The statement will also cite the committee charge.

SEOI policy discussion
Jim will put together a very broad draft. One possibility is "Every class with 5 or more students will get an SEOI" but language will need to be included to address that is inappropriate to offer students grade credit for completing SEOIs.
Jim would like to have an outline to present to Faculty Senate to fill in with their input. Then AAC will draft the actual language in consultation with EAC. It may be possible to open a new area of policy for SEOIs.
Having a student representative on the EAC would be helpful especially for discussions about SEOIs and academic dishonesty.

Meeting adjourned at 2:58 p.m.

Next Meeting:
February 1, 2019
1:00 p.m. Grupe Center