

## **Evaluation & Assessment Committee**

### **Minutes – October 4, 2019**

Present: Marty Blackson, Martin Kennedy, Greg Lyman, Terry Wilson, Cynthia Zhang

Absent: Stephen Robison

Guests: None

Meeting was called to order at 1:24 p.m. Martin was elected chair for 2019-20. Minutes of May 24, 2019 were approved as written.

#### *Review 2019-20 committee charges*

Charge 01: Continue developing policy and procedure regarding the role of SEOI in teaching assessment.

Some policy language was drafted last year and will be reviewed at the next meeting. Following review by this committee, the draft language will be sent to EC for their review. After EC approves, the language will then go to the Academic Affairs Committee so they can work on it and send it to Faculty Senate.

Charge 02: Consider drafting policy to clarify the administration of SEOIs in various class sizes and delivery modalities.

Examples include classes with fewer than five students; classes held over spring break; or 2-week intensive classes that fall outside of the standard scheduling timeframe. Some draft language was started last year, but it is combined with the rest of the draft SEOI policy language. Because the initial draft seems to address different areas relating to SEOIs, and appears to apply to multiple charges, one suggestion is to split the draft into two different sections. These sections would then apply to Charge 01 and Charge 02. For Charge 02, Lidia Anderson or representatives from various academic departments may need to be consulted.

Charge 03: Consider drafting policy or practice to clarify whether students who have failed a class (e.g. due to academic dishonesty) but have not been removed, should be allowed to complete an SEOI.

This charge was discussed in previous years, but policy language was never drafted. Feedback was received from the Dean of Student Success last year or the year before as well.

Charge 04: Conduct annual assessment of Faculty Senate and Faculty Senate Executive Committee.

This will be done in spring. Questions from previous years can be reused.

Charge 05: Determine the best place(s) to disseminate and house the open access journal statement drafted by this committee.

Marty can place the statement in ScholarWorks. Another possibility is to disseminate it at a Faculty Senate meeting. Greg will ask EC for their opinions.

Charge 06: Determine the best place(s) to disseminate and house the faculty extra credit for SEOIs statement drafted by this committee.

Policy language was drafted at some point last year or the year before, but the draft needed to be expanded. Greg will ask EC for their opinions as to the best place for where to house the policy (e.g. AAC academic policies).

Charge 07: Review committee procedures manual and update as required.

Suggested changes:

- The Faculty Senate office will send PDFs of appointment letters to committee members. This makes it easier for the letters to be added to Faculty180.

- In 4.7.2.- strike "and being present at Senate meetings when they are presented" because it conflicts with the line in the charges about giving oral or written reports.

*Other concerns*

A student representative is needed for the committee. It may be helpful to have a student representative from outside of ASCWU, but there are logistical issues involved with recruiting.

Meeting adjourned at 2:31 p.m.

Next meeting:

Oct. 18, 2019

Grupe Center