

Evaluation & Assessment Committee
Minutes – October 18, 2019

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

Absent: None

Guests: Lidia Anderson

Meeting was called to order at 1:05 p.m. Minutes of October 4, 2019 were approved as written. There are still questions about adding a student member of the committee, and if this student should be part of ASCWU, or a student who is not affiliated with the student government. Stephen will talk with EC.

Review & revise SEOI policy draft language

The following changes to the SEOI policy draft language were proposed:

- in 1.A add "Form W"
- in A.2 change "amalgamated" to "combined". This change is proposed because classes can only be combined for the same sections taught by the same faculty member.
- in A.2 add "SEOs can only be combined for sections within a course with the same instructor."
- throughout the policy, write out numbers used in text, but include the number in parenthesis (for example, five (5)).

All proposed changes were voted and approved.

Certain departments have courses that fall outside of the standard scheduling period because they teach two-week intensive classes that fall at the end of summer, but are technically considered part of fall quarter. SEOIs are being requested for these courses, but right now IS has to run them individually when the course ends so that students won't be doing SEOIs at the end of fall for a class that technically ended in summer. Possibly some language could be drafted to address issues such as these.

Lidia will send the publicity flier to committee members for review.

Revise SEOI extra credit statement

Statements were drafted last year and the year before, but expansion is needed to include examples of grade incentives and extra credit.

One suggestion is to make SEOIs mandatory by holding student grades until SEOIs have been filled out. This would remove the question of extra credit from the equation. However, the registrar's office would need to be consulted. This idea might have been discussed in the past, but there were possible issues with Canvas and PeopleSoft. Another suggestion is to consider implementing a 15- 20-second waiting period for the SEOI reminder pop-up window to go away when students log in to MyCWU.

Proposed language for the SEOI extra credit statement, which will be incorporated as part of the policy draft language:

"B. Any item of value incentivizing SEOI completion is prohibited. Items of value may include but are not limited to:

1. Grade incentives (e.g. Extra credit)"

Proposed language was voted and approved.

Meeting adjourned at 2:30 p.m.

Next meeting:

Nov. 1, 2019, Barge 410