<p style="text-align:center">**Evaluation & Assessment Committee**
2:00 – 4:00 p.m.   Zoom
April 23, 2021
MINUTES</p>

Present: Maurice Blackson, Warren Plugge, Stephen Robison (FSEC liaison), Francesco Somaini, Sara Toto, Terry Wilson (chair), Jia Jin Xu (student representative at large)

Excused: Lidia Anderson (SEOI administrator)

1. Call to order & approval of agenda
    a. **Meeting called to order at 14:04.**
    b. **Agenda approved.**
2. Approval of April 9, 2021 minutes (5 min)
    a. **Minutes approved.**
3. IS issues (5 min)
    a. Administrative access to faculty SEOIs (5 min)
        1. **The EAC agrees to recommend to the Faculty Senate Executive Committee (FSEC) an annual audit of the CWU employees with access to the SEOI Evaluation KIT.**
        2. **The EAC agrees to ask the FSEC to charge with high priority the EAC for the next academic year with working on a procedure to remove individual students from SEOI when warranted by withdrawal or disciplinary action for potential academic misconduct. Sara Toto points out that technically SEOI are not anonymous but confidential, so policy should recognize that. The EAC agrees.**
4. Covid policy draft language – where to put draft language
    a. **The EAC completed amendments to the current SEOI policy, in particular on the paragraphs the committee would like to propose to add to those already existing on use of SEOI in the faculty performance review process—both in general and in cases of teaching modalities affected by natural disasters, pandemics or other occurrences that are outside faculty control.**
5. ~~Peer Review for online and hybrid~~
    a. ~~http://cet.usc.edu/resources/instructor-course-evaluation~~
    b. ~~CWU Multimodal Resources – https://www.cwu.edu/multimodal-learning/instructional-design~~
6. ~~COVID-19 impact on faculty parents – promotion and tenure~~
    a. ~~Letter from EOC Committee~~

7. ~~EC Updates (5 min)~~
    a. ~~Increasing student response rates to SEOIs recommendations~~
8. Adjourn

~~Upcoming items:~~

~~**Next meeting:**~~
~~**May 7, 2021**~~
~~**1:00 p.m., Zoom**~~