

**Evaluation & Assessment Committee**  
**1:00 – 3:00 p.m. Zoom**  
**January 13, 2023**  
**Minutes**

Attendees	Present (Y/N)
Warren Plugge, (Chair)	Y
Sara Toto	Y
Nancy Pigeon	Y
Francesco Somaini	Y
Lidia Anderson	N
Maurice Blackson	Y
Hope Amason	Y
Cosette Bilski (Student Rep)	N

1. Approval of December 12, 2022 minutes (5 min)
  - a. **Approved at 1:05 pm**
  - b. **Approved agenda at 1:03 pm**
2. Review Winter EAC Meeting Schedule – move 2/10 to 2/3
  - a. **Agreed to move 2/10 meeting to 2/3**
3. Review EAC Report and Updates
4. EAC22-23.12 Added charge
  - a. **Francesco volunteered to start looking over survey results in Qualtrics**
  - b. **2/24 have preliminary report to present to FS**
5. No Charge Update on viewing of F180 materials by others
  - a. **Reviewed email communication from January 4<sup>th</sup>, 2023, about the policy in CBA Section 24.7.4 (a) regarding the automatic opening up of faculty files for review during the two-week period**
    1. **Concerns raised:**
      1. **that the file includes information that is considered confidential information, e.g., hiring letter with negotiated information**
      2. **Disciplinary action information might be referenced; be viewed and downloaded – potential legal issue**
        1. **Same with mention or referral to medical information – HIPPA**
      3. **RCW/State law**
      4. **Currently no restrictions on viewing and downloading files**
        1. **Potential for downloading and shared**
        2. **Other issue is if files are downloaded on a computer and computer is stolen and information is disseminated**

publicly, where does liability fall – university, the person who downloaded the file?

2. **Need to figure out our rights as to what information in file of Faculty 180 is considered confidential information that requires**
3. **This concern can be taken directly to the bargaining committee by an individual faculty member and/or EAC can take this concern to EC and then the FS could**
4. **Nancy will reach out to CBA legal counsel to see if we can understand history/impetus for the policy**
5. **Identified Washington State Constitution and RCW statutory laws on confidential and privacy**
- b. **Created document about EAC concerns regarding the policy, Warren will present these concerns to open EC**
6. **No Charge Associate Dean Assessment – Create Policy**
  - a. **Amend current policy on evaluating administrative positions to include the Associate Deans be reviewed on even years**
    1. **Propose to FS that the above language be added**
      1. **Warrant will bring this up at open EC**
  - b. **Still need to figure out what assessment questions would be acceptable since there is variability in Associate Dean roles**
7. **EAC22-23.03 Address pop-ups – SEOI Data Present**
  - a. **Lidia provided us with a spreadsheet of average response rates by form and quarter/session**
  - b. **Lidia was not sure when notifications appeared in Canvas**
  - c. **Sara will reach out to Delayna at MML to see if she might know who to contact at Canvas about when those pop-up notifications began**
8. **EAC22-23.06 Peer Evaluation – Find process from other departments**
  - a. **Action item: check with our own departments to see what peer evaluation suggestions/ideas/documents we can provide**
9. **EAC22-23.01 Discuss faculty inquiries regarding SEOIs – motion presented, update**
  - a. **Cannot make progress on this currently due to changes in SEOI administration**
10. **EAC22-23.02 Discuss shortening SEOI evaluation response forms – summary**
  - a. **Next meeting propose questions to eliminate**
11. **No Charge Removal of SEOIs from review and F180**
  - a. **Committee in agreement that SEOIs are not a valid and reliable indicator of teaching effectiveness**
  - b. **Removing SEOIs from F180 would also help address the issue of attempting to remove an SEOI for a student who has committed academic dishonesty**
  - c. **SEOIs are mentioned in CBA, which means it will need to be addressed during bargaining**
  - d. **Consider whether there is a middle ground, e.g., not uploading SEOIs to F180, but having the individual instructor view SEOIs and create a summary about the review to upload to F180**

- e. Consider what will replace SEOIs, e.g., faculty member review of SEOIs (part of teaching statement)
  - f. SEOIs can be helpful to identify resource and modality needs
  - g. Other issue with SEOIs is how to ensure NTTs have alternatives to assess teaching, e.g., peer reviews
    - 1. Issue is requiring over-burdened faculty to take on additional peer reviews during the year
  - h. Consider reviewing the language around the use of SEOI and try to clarify when and how they should be used
12. EC Updates (5 min)
- a. NTT faculty brought up the issue of revenge SEOIs from those caught cheating/engaging in academic dishonesty
    - 1. **Mentioned the policy that allows for the removal of the SEOI from a student found guilty of academic dishonesty, but talked about the issues of trying to do that in a timely fashion**
13. Adjourn at 2:49 pm