

Evaluation & Assessment Committee
1:00 – 3:00 p.m. Zoom
January 27, 2023
Minutes

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

1. Approval of January 13, 2023 minutes (5 min)
 - a. **Agenda approved at 1:03 pm**
 - b. **Minutes approved at 1:05 pm**
2. Report on EC Open Meeting – F180 Open Files, Assoc. Dean Perf. Review, & Sense of Senate SEOI Removal From Review (see proposal)
 - a. **F180 open files update**
 1. **Hope provided additional information – suggested individuals who have concerns about the issue of F180 open files approach EC individually rather than EAC together or approach UFC**
 2. **Nancy provided additional info from the bargaining committee about how this process evolved from binders to the F180 system and how binders were available to access**
 1. **The UFC has not had these issues raised, so there has not been an impetus to change the policy**
 3. **Options moving forward**
 1. **Approach UFC or EC as an individual to bring up concerns**
 1. **Could propose a middle ground, e.g., suggest ethical guidelines on handling files – data ethics in a digital world, or only gaining access to certain files or redacted files**
 2. **Francesco will write up concerns and seek feedback from EAC members and then send to Matt Altman (UFC chair) and Kara Gabriel (UFC president)**
 3. **Warren can attend another open EC meeting to present concerns/suggestions on creating training on ethics surrounding digital handling of files – middle-ground approach**

- b. Associate dean review update
 - 1. Janet suggested working with someone in HR to get the Associate Dean descriptions because these are dynamic and are updated and vary across and within colleges
 - 1. Warren will look into this
 - 2. Need to consider that when we do draft up performance review that
 - 1. They often carry out the Dean's work
 - 2. They often deal with the student issues not necessarily faculty/staff
 - 3. Consider questions that get at staff management under the Associate Deans
 - 4. Need to figure out if we can create a standardized form given the variety in rolls/requirements of individual Associate Deans
- 3. EAC22-23.03 Address pop-ups – MML Update
 - a. Delayna Breckon provided a record that the SEOI pop-ups have been around since the move from Blackboard to Canvas in 2014
 - 1. Not able to use the historical data on SEOI response because there is no comparison/control group
 - 2. Suggestion to randomly apply pop-ups to half of the courses with Canvas shell in Spring to assess response rates
 - 1. Potential concern could be harming those who are coming up for PTR
 - 2. Seek a sample of volunteers who are willing to not have the pop up in their class in winter or spring 2023
 - 1. Stratify by 100, 200, 300, and 400 level courses
 - 3. Sara will reach out to Delayna to see if pop-ups can be removed for certain Canvas shells to determine then if the charge can be addressed through an experimental design
- 4. EAC22-23.06 Peer Evaluation – Find process from other departments – see docs
 - a. Reminder of charge - explore whether peer evaluation should be addressed in policy
 - 1. Ask Janet where we could place such a policy or how to move forward with this
 - b. The policy can be short and broad to suggest peer evaluation as an alternative to SEOIs
- 5. EAC22-23.01 Discuss faculty inquiries regarding SEOIs – motion presented, update
 - a. Move to next week
- 6. EAC22-23.02 Discuss shortening SEOI evaluation response forms – present forms
 - a. Move to next week
 - b. Action item between now and next Friday: Review the SEOI forms attached in the 01-27-23 email from Warren and provide edits:
 - 1. Consider questions to remove or revise

