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

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

1. Approval of January 27, 2023 minutes (5 min)
2. **Approval of agenda at 1:06 pm**
3. EAC22-23.02   Discuss and shorten SEOI evaluation response forms to present to EC
   a. **Concern that eliminating or combining questions may lead to reduced reliability and validity**
   b. **Suggestion about surveying students about why they do or do not complete SEOIs – use registrar and potential SMS system to get students to complete the survey**
      1. **Contact ASCWU to see if there's been any survey/information on this already**
         1. **Have some students from ASCWU come to a meeting to look over a potential survey/get their thoughts on SEOI**
      2. **Give out a survey if no data on this, potential survey questions:**
         1. **How often do you complete SEOIs? Likert scale response – never rarely often always**
         2. **Create a matrix with the response options below turned into statements and then use the strongly discourage to strongly encourage Likert scale response for all**
            1. **What does or would encourage you to complete – allow them to check all that apply plus other**
               1. **Potential response options: I want the university to hear my opinion, I want to let the instructor know they did a good job, extra credit?**
            2. **What does or would discourage you from completing – allow them to check all that apply plus other**
               1. **Potential response options: SEOIs are too long, they are offered at a time when I'm too busy to complete them, I want to let CWU know the instructor was not good, I want to let the**

> instructor know they did not do a good job, the timing of the SEOIs – it's offered at a time I cannot complete it, the SEOI is not open long enough, I don't understand how the information from the SEOI will be used, I don't know how the questions relate to me, Canvas popups

      3. Strongly discourage, discourage, neutral, encourage, strongly encourage

      4. Provide open end question at the end is there anything else you would like to add about SEOI?

- c. Suggestions to allow for SEOI to be conducted in the middle of the quarter to be able to make changes - How are we doing rather than how did we do
  1. Lidia mentioned timing considerations for launching SEOIs
     1. Need to consider student withdrawal date and academic dishonesty policy
     2. Add/drop census has to have finished – 10 business days
     3. Spreadsheet to depts within 1-2 weeks after census
        1. Faculty have the right to choose the form they want & add questions – that takes time during quarter then 2 weeks for faculty to respond
           1. Changes to forms have to then be made manually
              1. SEOI can't be sent out until week 7 – would work well in semester system but not quarter system
     4. If the option to change form was not offered then that would reduce that 2 week time lag
- d. No incentive/benefit to students to take SEOI currently
  1. Remove current policy and change policy for SEOI – graded poll – participate and get full credit and allow
     1. CWUP 5-90-040(48)(A)5: policy on no incentives – change this to SEOI as a graded poll in Canvas – required but no wrong answers – give points as long as you interact with the SEOI
  2. Need to see if SEOI completion is something that could be added to student responsibility or is something we need to consider adding
- e. They get pop-ups in Canvas and email reminders – pop up goes away if they complete SEOI
- f. Invite Bisgard to our meeting since he was chair of EAC back in 2016 to see if he has any thoughts/context on the CWUP 5-90-040(48)(A)5 policy

4. EC Updates (5 min)
5. **Francesco update on UFC – Kara is relaying the concerns to the bargaining committee**
6. Adjourn at 3:04 pm