

Evaluation & Assessment Committee
1:00 – 3:00 p.m. Zoom
February 24, 2023
Minutes

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

1. **Approval of February 3, 2023 minutes 1:10 pm**
2. **Agenda approved 1:09 pm**
3. **EAC22-23.02 Review survey form and approve edits, report on SMS system**
 - a. **Arturo at Registrar will send out survey Wednesday via SMS to students and check in with Warren on Friday**
4. **Lidia's comments on survey and response rates:**
 - a. **Language surrounding instructor vs. instruction; the EAC has in the past preferred language about instruction rather than instructor**
 - b. **Response rates have increased since first putting them on Canvas**
 - c. **Consider evaluating the entire process of SEOI, not just the response rate**
 1. **Are all forms needed? A and W are most commonly used, rarely use F form**
 2. **Should we continue allowing faculty to change form, adding questions...etc.?**
 1. **Need to consider if this is taken away could that negatively impact focus on HIP or hybrid hyflex models**
 - d. **Information on response rates from the webinar – in-person classes**
 1. **Talking to students in class and telling them why SEOIs are important to faculty; showing examples of improvement**
 2. **Giving students to complete SEOIs during class**
 3. **Not giving an opportunity to come back later or opt-out**
 4. **Adapting for online – add a module about it, have a video, have virtual office hours**
 - e. **Approved edited survey**
5. **F180 Files – update from UFC**
 - a. **Francesco talked with Kara Gabriel (UFC president) about concerns about viewing F180 and she would relay this to the bargaining committee**

