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

Minutes

| Attendees | Present (Y/N) |
|------------------------|------------------|
| Warren Plugge, (Chair) | Υ |
| Sara Toto | Υ |
| Nancy Pigeon | N |
| Francesco Somaini | Υ |
| Lidia Anderson | Υ |
| 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
 - 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.?
 - 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

- 1. It was suggested that it might fall under the application of university policy rather than CBA
- b. Ideas mentioned to increase awareness of the handling of personnel files, e.g., pop-up in F180, emails, training...etc.
- 6. Reviewed and edited EAC Report to EC
- 7. EAC22-23.04 Access to SEOIs
- 8. EAC22-23.05 Best Practices for Avoiding Bias identify who to invite to next meeting
- 9. EC Updates (5 min)
 - a. None
- 10. Adjourn at 2:55 pm