Evaluation & Assessment Committee
1:00 – 3:00 p.m.   Zoom
March 10, 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 24, 2023 minutes – 1:12pm**
2. **Approval of March 10th, 2023 agenda – 1:10pm**
3. EAC22-23.02   Review Survey Data – over 350 responses
   a. **Response rate is low <50%, but the majority of students responding said they take SEOIs most of the time or always**
      1. **Possible that these students who completed the survey are the ones completing the SEOIs – or there is social desirability effect present**
         1. **Might be missing the students we need responses from – those not responding**
   b. **Quant and qual data pointing towards:**
      1. **General understanding and wanting to complete SEOIs to give opinions**
      2. **Timing of SEOIs is not ideal – too busy, want to see final grade before taking SEOI**
      3. **Pop-ups seem to be split on being helpful vs. frustrating**
      4. **Students want to see/know how SEOIs are impacting teaching**
   c. **General discussion**
      1. **Based on qual comments, it seems students have misunderstanding about SEOIs**
         1. **Lidia mentioned that there used to be more advertisement about SEOIs, but IS is just charged with administering**
   d. **Main points from quant data**
      1. **Timing is not ideal – too busy, want to see final grade**
      2. **SEOIs are not too long**
      3. **Pop-ups are helpful, but annoying**
      4. **Students do not know how SEOIs are used**
   e. **Potential changes that could be made based on this data**
      1. **Allow the SEOIs to stay open for several additional days into finals week**

2. Suggested talking points/fact sheet to faculty to remind them of confidentiality of SEOIs, timing of SEOIs, give concrete examples of SEOIs, how do SEOIs impact a professor's job
   1. Could add this to a module to Canvas
   2. Could add something to MyCWU
   3. Lidia can update Canvas pop-up with this information; emails are also sent out and can add that information there
   f. Create a presentation of data to EC/FS – addressing themes found in data – present a few questions with descriptives and bar charts, highlighting suggestions, and address the initial charge
4. EAC22-23.04   Access to SEOIs
   a. Consider policy/procedure as to who has access to SEOIs
      1. People will email Lidia asking for access to SEOIs and it's not clear if admin, like a Dean, need to sign off on this request
         1. Not clear who Lidia can give that data to and what process needs to occur if this happens
      2. Chair has access to SEOIs of faculty in their department through F180
         1. Associate Deans, Deans, and Provost likely to have access as well
      3. Might be language in CBA as to who has access to SEOI
   b. Could create policy – use a Teams form or simply have a forwarded email with signatures/acknowledgement from Associate Dean/Dean/Provost that this request is valid
      1. Lidia will provide current list of who has access and EAC can help update the list – audit
      2. No current auditing schedule – should have a review process added into policy, e.g., quarterly
   c. Policy to determine who has access – Need to come up with language around this, creation of a form or required information needed if emailing request/approval – requester info, purpose of request, approval chain
   d. Not sure where this would live – Warren will check with Janet whether this is policy vs. faculty code
5. EAC22-23.05   Best Practices for Avoiding Bias
   a. Review literature or have someone who studies this come talk with the committee
   b. Francesco sent an email 11/18/22 and forwarded 3/10/23 with recent literature on bias in SEOIs
      1. Review these resources and find additional literature to help generate suggestions, e.g., editing/strengthening the language currently used in handbooks or during review about reminders of bias in SEOIs
      2. CWUP 5-90-040(48), faculty senate evaluation of teaching documents, and personnel committee handbooks are where SEOIs are mentioned
         1. There is some language in CWUP about bias, but could be strengthened and could be included in other areas

2. **CAH Diversity and Inclusivity committee created a statement that is much more extensive and COM department handbook language could be adapted to create a statement – see email from Francesco 3/10/23**
3. **Propose adding/strengthening language about bias in SEOIs in the areas where SEOIs are discussed**

6. EAC22-23.12   Access to data to review in Spring
   a. **Francesco will continue cleaning data from SEOI/pandemic survey**
7. F180 Files – update from UFC?
   a. **No updates**
8. EC Updates (5 min)
   a. **Did receive concerns by some students about whether the SEOI text survey was a scam**
   b. **Spring administrator survey charge might take up much of the EAC time towards the end of the quarter, review questions at beginning of quarter**
9. **Adjourn at 3:03pm**