

Evaluation & Assessment Committee
1:00 – 3:00 p.m. Zoom
April 7, 2023
Minutes

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

1. **Approval of March 10, 2023 minutes at 1:04 pm**
2. **Approval of April 7, 2023 Agenda at 1:05 pm**
3. **Review of Charges – Warren sent updated report to all members**
 - a. **23.01 pending**
 - b. **23.02 write up report**
 - c. **23.04 need to respond still**
 - d. **23.05 pending – bring in experts on bias**
 - e. **23.06 need to do**
 - f. **23.07 spring charge**
 - g. **23.08 spring charge**
 - h. **23.09 new charge**
 - i. **23.10 similar to 23.05 – bring in experts in area**
 - j. **21.11 reserved for last meeting of AY**
 - k. **23.12 new charge carried over from last year’s survey**
4. **Withdrawn Students - Gary Bartlett Inquiry – see email**
 - a. **Different withdraws (e.g., W, +W or HW) affect the timing when SEOI data are pulled, so some students who withdrew after SEOI data was collected could still be included in SEOIs**
 - b. **Warren will reach out to Lidia to get clarification on the withdraws**
 - c. **Warren will reach out to Gary to let him know we are working on this**
 - d. **Policy about pulling SEOI for those found to have committed academic dishonesty**
 1. **This sounds similar, so potentially add language in that policy about withdrawal – prevent SEOI completion for students who withdraw or pull their SEOI**
 2. **The withdrawal issue is different from the finding of academic dishonesty because the procedural timing of the withdrawal (depending**

on which withdrawal) occurs within the given quarter, whereas, the finding of academic dishonesty extends beyond the given quarter

5. EAC22-23.07&08 – Discuss Assessments
 - a. **AY dictates which year - even or odd**
 - b. **Assessing President, Vice Provost, College Deans, FS EC, and FS**
 - c. **Waiting on Janet to send information about Associate Deans**
6. EAC22-23.02 Develop Report
 - a. **Make sure the main points address 23.02 and 23.03 – SEOIs too long and the effectiveness of pop-ups, respectively**
 - b. **Use bulleted main points/suggestions from 2023-03-10 meeting minutes to create presentation – Warren will draft presentation to start and share with group**
7. EAC22-23.05 Best Practices for Avoiding Bias –
 - a. **Moved to next meeting**
8. EAC22-23.12 Access to data to review in Spring
 - a. **Francesco has data and will try to review it in the next week**
 - b. **Francesco will share dataset**
9. F180 Files – any updates from UFC, if none OK
 - a. **No update, and not likely to hear anything**
 - b. **Hope mentioned language being added to her department’s PTR manual about unsolicited letters must be submitted at least one week before the file closes to allow the candidate to review if they want.**
 1. **Suggested language or ability to have candidate be notified that a letter has been added**
10. EC Updates (5 min)
 - a. **Initial concern by EC due to distribution of survey – concerns about the survey being spam because it was sent via SMS**
11. **Adjourn at 2:05 pm**

Note:

Evaluation Schedule of Administrative Groups:

Even Years	Odd Years	Yearly
President	Provost	Faculty Senate Executive Committee
Vice Provost	Library Deans	Faculty Senate
College Deans		