Evaluation & Assessment Committee
1:00 – 3:00 p.m.   Zoom
October 13, 2023
Minutes

Attendees	College	Present (Y/N)
Warren Plugge, (Chair)	CEPS	Y
Sara Toto	COTS	Y
Nancy Pigeon	CB	Y
Lidia Anderson		N
Hope Amason	EC	Y
Toria Messinger	LIB	Y
Andrea Eklund (guest)	EC	Y

1. **Approval of June 2, 2023 minutes at 1:04 pm**
2. **Approval of October 13, 2023 Agenda at 1:05 pm**
3. **Introductions**
4. Review and Discuss the EAC 23-24 Committee Charges
    a. **EAC23-24.02 discussion about why this was added – previously associate deans were temporary positions and were not reviewed, now we are adding a regular survey/review like all other admin positions**
        1. **Get job descriptions of associate deans for each college**
    b. **EAC23-24.03 – continuation of the work from prior academic year/SEOI survey findings suggested potential barriers to student completion of SEOIs**
        1. **Andrea suggested focusing on what we can learn/do with SEOI rather than what we know about the issues related to SEOIs – Equity workshop with Dr. De Welde mentioned our focus/discussions on DEI have been ongoing for the past decade**
        2. **Contract with Evalkit up in 2024 – not sure if contract will be renewed**
    c. **EAC23-24.04 – been prior work by EAC on this, but need to continue providing guidance on this**
    d. **EAC23-24.05 – Should be a fairly quick charge**
    e. **EAC23-24.06 – Continued from prior years – need to identify who can have access and put that in policy**
    f. **EAC23.24-07 – Continued from prior years – work with DEI committee to come up with recommendations**
    g. **EAC23.24-08 – Similar to first charge**
        1. **Current evaluation does not capture his job capabilities; balance this with what faculty know and can assess**
    h. **EAC23.24-09 – annual assessment of FS and FS EC – review survey questions before it goes out, review findings**

      i.   **EAC23.24-10 – Odd year admin assessment – review survey questions, review findings**

            1.   **Odd/even years based on the beginning year of the AY – odd year b/c of 2023**

     j.   **EAC23.24-11 - review committee procedures through equity lens – works with CWU's mission**

            1.   **Guidance on this will be provided to ensure all committees are using similar criteria for review**

            2.   **Spring charge to allow for time to get this guidance together**

     k.   **EAC23.24-12 - review committee procedures manual and update as needed**

5.   Other

     a.   **Walked through webpage for EAC**

     b.   ***Action item: Warren will ask Janet to add Toria to EAC Teams***

     c.   ***Action item: Nancy will reach out to HR about job descriptions deans, associate deans, and president***

     d.   **Concern with SEOIs and potentially confidential information being downloaded/shared when person goes up for review – anybody in department can see the file and add to it during that two-week period before it closes**

            1.   ***Nancy mentioned this issue of open access was brought up during CBA negotiations, but admin did not want to discuss it further***

     e.   **ADAPT – Toria will be on that committee, might have helpful information**

     f.   ***Action item: Sara will reach out to DEI committee to let them know we will be seeking their input on charge 7***

     g.   **If we do not get job descriptions for next week, can talk about charge 3**

            1.   ***Create one page information handout to faculty about importance of SEOIs – charge 3***

            2.   ***Action item: seek out info in the next week about barriers/how to overcome them for student SEOI completion***

                     1.   **Work with CWU brand – to help with informational sheet**

     h.   ***Action item: Nancy will reach out to Janet to see if she has job descriptions and ask for access to most recent versions of admin surveys***

6.   EC Updates (5 min)

     a.   **Andrea and Hope had to leave early**

7.   **Adjourn at 2:03pm**

     a.   **Meeting next week to stay on track with EAC schedule**

Notes:
https://www.cwu.edu/about/university-leadership/faculty-senate/committees/evaluation-assessment-committee.php

Recommendations for future charges
- Consider the use of SEOIs in the review process by reviewers for tenure, promotion, and post-tenure review. Develop policy to eliminate the use of SEOIs during the review and to focus more on instructors' approach to addressing SEOIs and feedback from students.
- Continue work on identifying who should have access to SEOIs and define where this would live within policy.
- Continue work and discussion on best practices with respect to avoiding bias in student evaluations. Work with DEIB committees to understand the issues on bias associated with instruction. What do different college handbooks provide on DEIB.
- Review peer evaluation process and consider where peer evaluations would live in policy.
- Review the number and types of SEOIs and consider reducing the types of SEOIs to a standard format for all classes. Then identify a standard set of questions that could be incorporated as additional questions for in-depth feedback on a specific course instruction.
- Identify ways in which different course modalities can be addressed within a standard SEOI form. Explore the potential to reduce the number of SEOI forms to a more general form that focuses on student learning instead of instructor qualities.
- Create one form for all modalities, we are not looking at the learning in the right context.
- Get a hold if updated position descriptions.
- Evaluate how individual senators are doing.