Evaluation & Assessment Committee
1:00 – 3:00 p.m.   Zoom
November 17, 2023
Minutes

Attendees	College	Present (Y/N)
Warren Plugge, (Chair)	CEPS	X
Sara Toto	COTS	
Nancy Pigeon	CB	X
Lidia Anderson		
Hope Amason	EC	
Toria Messinger	LIB	X
Heather MacDonald Carchidi	CS	
Junyuan Chen	CAH	X

1. **Approval of November 3, 2023 minutes at 1:10pm**
2. **Approval of Agenda November 17, 2023 at 1:14pm**
3. EAC23-24.01 & 02 – Discuss and Review Position Descriptions
   a. **Discuss questions and data question review**
   b. **Reviewed each of the questions and each members ranking**
   c. **Revised questions that lacked clarity and further discussion on the detail and definitions of what should be included within a question on diversity associated with the deans review (see list of terms below). Therefore, we would like the EC to ask Administration to further clarify/define/operationalize these terms as they relate to the job description. These definitions would then be incorporated into the survey so faculty members can make the connection to the term and their meaning when performing the evaluation.**
   d. **Based on the review and rankings the group determined that the survey questions as presented were good questions but just need further clarification and organization within some of the items**
   e. <u>**Action Item: Point was made that there is representation from all of the colleges and the next step to the process would be for each member of the EAC to meet with their respective deans one on one to clarify current questions and add questions they feel would give them information that could help improve their jobs, Hope would take this as part of the report to EC.**</u>
4. EAC23-24.03 – Barriers to Student Completion of SEOI & Fact Sheet (if time allows)
   a. **This was put on hold till next meeting, it was discussed that the definitions and clarifications on the definitions from administration would help to provide information on the fact sheet that would be created from this charge.**
   b. **We did discuss that the terms associated with diversity need to be on the talking points associated with the fact sheet**
5. Review EAC report due November 29, 2023

       a. **Warren presented the report due to the EC on the activities of EAC, this will be updated and presented to EC prior to the November 29 deadline**

6. Other
7. EC Updates (5 min)
       a. **Hope will follow up with the President's job description**
       b. **Presentation of diversity terms to include in Dean evaluation**
8. **Adjourn at 2:55pm**

Definitions required for the following terms for survey on diversity:

- **Diversity**
- **Equity**
- **Inclusivity**
- **Belonging**
- **Anti-racism**
- **Accessibility**
- **Access**
- **Accommodation**
- **Exclusion**
- **Underrepresentation**