

**Evaluation and Assessment  
Minutes  
April 21, 2017**

Present: Jim Bisgard, John Hudelson, Marty Blackson, Martin Kennedy, Terry Wilson and Ryan Anderson

Absent: Michael Johnson

Guest(s): None

Meeting was called to order at 1:05 p.m.

Martin moved to approve April 7, 2017 minutes. Terry seconded and minutes were approved as presented.

Student SEOI feedback – Jim spoke with a group of students about SEOIs on Tuesday. Students still feel SEOIs should be open through finals week. They feel that final exams are part of instruction and are an assessment of that instruction. Jim suggested if there is a way of having a date stamp on SEOIs for those that were done before finals and those done after. Maybe a questions that if you have taken the final, was it fair. Jim will ask Tom if this is feasible.

Survey for faculty - The SAS advisor suggested getting actual data about faculty wanting SEOIs closed before finals. Antidotal evidence is speculative and the committee should get data to back up the statement. The committee discussed putting out a survey for faculty on the SEOIs.

One concern students have with SEOIs is they are not able to include the final exam in the evaluation of teaching. Student perception is the SEOIs do not include all instruction since they close prior to final exam week.

Suggested questions:

So students can evaluate all of instruction, including the final exam, would you be in favor of having SEOIs open during finals week? Five point scale. Strongly Agree to Strongly Disagree

Is your teaching solely evaluated based on SEOIs in your department?

In your department guidelines is teaching solely evaluated by SEOIs?

Should your teaching be solely evaluated by SEOIs?

What would be your recommendations for how teaching should be evaluated?

How should evaluation of teaching be done?

How is evaluation of teaching actually being done in your department?

What should observers being looking at?

Instructional design skills?

Instructional delivery skills?

What should you look for in student evaluations? Suggest to DPC these are the types of things you should be talking about. Guidelines on how to be a good observer and guidelines on how to write the observations. What should an observer look for?

John suggested requesting that faculty add a question to the end of their final exam, paper, or project. Does this final reflect the instruction during the quarter?

Next time the committee will look at peer review document.

Meeting was adjourned at 2:45 p.m.