

Evaluation & Assessment Committee

1:00 – 3:00 p.m. **Zoom**

April 9, 2021

MINUTES

Present: Lidia Anderson (SEOI administrator), Maurice Blackson, Warren Plugge, Stephen Robison (FSEC liaison), Francesco Somaini, Sara Toto, Terry Wilson (chair), Jia Jin Xu (student representative at large)

Excused:

1. Call to order & approval of agenda
 - a. **Meeting called to order at 1:00 p.m.**
 - b. **Agenda approved: “IS issues” moved to item 5.**
2. Approval of March 12, 2021 minutes (5 min)
 - a. **Minutes approved.**
3. Amending January 29 minutes (5 min)
 - a. **Minutes of both Jan. 15 and Jan. 29 amended to reflect that, where quoted, Dr. Gary Bartlett spoke as a faculty member of the Philosophy and Religious Studies Department and not as the president of the United Faculty of Central.**
4. Spring administration assessments (5 min)
 - a. **The EAC decides that the surveys are going to be open and administered in three phases to minimize participant’s fatigue. Each phase will last about two weeks.**
First batch (open to all faculty): President, Provost, Associate Vice Provost.
Second batch: Library Dean (open to all faculty) and College Deans (open to individual college faculty only).
Third batch: Faculty Senate (open to all faculty) and Faculty Senate Executive Committee (open to faculty senators only).
5. IS issues
 - a. IS capability of identifying individual student SEOIs for removal after SEOI administration
 - **Lidia indicates she can remove students from SEOI that have already been completed, for example because a student has committed academic misconduct or withdrawn from a course. However, she stresses she cannot be in a position to decide whether the request to remove a student is coming from the right authority. The Faculty Senate is looking into it to provide clarity. Requests that individual students be**

removed from SEOI cannot and should not come from individual faculty.

b. Administrative access to faculty SEOIs

- **The Evaluation KIT that gathers SEOI results is accessible to all faculty for their individual courses. Access to SEOI results of multiple faculty members can be and has been granted to certain administrators who requested it, such as college deans and the former associate dean of the College of Arts and Humanities who still has that access. Lidia points out that there is no clear process to grant or deny such requests nor to withdraw access privileges when the person with access to multiple SEOI results leaves the position that justifies that access. Lidia needs to be able to give access to the appropriate people only. People with faculty performance review responsibilities (such as department chairs, deans, and the provost) can have a justified need for said access. Associate Deans are not in the chain of performance review and therefore should not be given access to faculty SEOI without justification. Department and college secretaries could be granted access given that chairs and deans are likely to have them build the Evaluation KIT reports.**

6. Peer Review for online and hybrid

- a. <http://cet.usc.edu/resources/instructor-course-evaluation>
- b. CWU Multimodal Resources - <https://www.cwu.edu/multimodal-learning/instructional-design>
 - **The EAC would like to compare the guidelines for peer observation/review of all the colleges in order to suggest general best practices.**

~~7. Covid policy draft language – where to put draft language~~

~~8. COVID-19 impact on faculty parents – promotion and tenure~~

- ~~a. Letter from EOC Committee~~

~~9. EC Updates (5 min)~~

- ~~a. Increasing student response rates to SEOIs recommendations~~

10. Adjourn

- a. **Meeting adjourned at 2:56 p.m.**

Upcoming items:

Next meeting:

April 23, 2021

1:00 p.m., Zoom