

Faculty Senate Evaluation and Assessment Committee

Minutes

May 5, 2017

Present: Jim Bisgard, Martin Kennedy, Terry Wilson, Ryan Anderson

Absent: John Hudelson, Marty Blackson

Guests: Andreas Bohman, Tom Henderson

The meeting was called to order at 1:05 p.m. Minutes of April 21, 2017 were approved.

Presentation/discussion regarding change in SEOI operations

Andreas Bohman discussed SEOIs from the process perspective, and talked about his role on campus. His official title is Associate Vice President for Information Services. He also teaches in ITAM so SEOIs affect him too. His main focus with SEOIs is with the process. A lot hinges on them so they need to be relevant when it comes to faculty.

Regarding changes in SEOI operations, students won't see a difference. SEOIs will still be accessible to students through a link from Canvas. Also, SEOIs will still be run through EvalKit. Andreas would like to create an SEOI-centric email that students will see (something like SEOIs@cwu.edu...). He can look at adding a reminder in PeopleSoft for students to do SEOIs. Tom indicated that the advertising poster his office uses to remind students about SEOIs will not be changing from quarter to quarter, except to update the date information.

Jim indicated that the EAC would like to review or vet the publicity for SEOIs, or at least have some kind of communication as to what will be done. Another thing that makes a difference to faculty is the email reminder for when it's time to add custom questions. Faculty still need to receive that email, but it doesn't really matter if it comes from Tom or someone else. If there is faculty interest to change the questions on SEOIs, the process would have to start with the EAC, then go to Faculty Senate and possibly get approval from the Union.

Jim questioned who has access to the SEOI data and mentioned concerns with student employees. Andreas suggested a quick fix for security concerns would be a non-disclosure agreement for the individuals who have access to the SEOI data. Such an agreement would be legally binding. Another option would be to encrypt the data and have a logical access audit that can be done internally. That would wrap it into the FERPA policy.

Jim also mentioned that there has been some discussion about having SEOIs open during finals week; one suggestion is to create a time stamp with when the evaluation is submitted. Tom indicated that SEOIs already have a time stamp. Originally the SEOI task force didn't want to have them open during finals week in order to protect professors. Andreas suggested an SEOI blanket account could cover a lot of those type of issues.

Questions for faculty survey for SEOIs

Jim indicated that he wanted to keep the survey to five questions at the lowest.

However, he would like to change #1 by adding "Since SEOIs are closed before final exams...." as the first sentence of the question. Ryan suggested saying "final exam week."

Terry pointed out that it would need to be clear that SEOIs are also open previous to that. Right now they're open the last two weeks of instruction, but not exam week. We would be adding another week but not taking away the other two. Ryan suggested moving the time window later and keeping it at two weeks. Jim indicated that it would be best to wait and get a better sense of what to do after seeing responses to the survey. Negative responses in general would suggest that SEOIs need to be changed.

Other suggestions included:

- adding a comment box to the survey
- adding a question such as, "Do you read your SEOIs?" or "SEOIs are used appropriately in making decisions about retention, promotion, and tenure."
- change #5 to say "I utilize SEOIs to improve my teaching."
- switch #3 and #5

What would we like to see in an evaluation of teaching? What makes "good" teaching?

Jim mentioned classroom management, assessment methods, content knowledge, course design, and use of appropriate examples, but the actual classroom style is important too. Ryan indicated that optimally SEOIs are looking at those things overall. To go back to the discussion on extending the timeline, is it fair to say a grade bias can be defended from a faculty standpoint? If the timeline changes it can make it look like someone isn't as good of a teacher but everyone knows the timeline changed. Would faculty be able to defend that? Jim added that in the past it's been said that dwelling on a few negative comments draws attention to those comments; however, depending on the leadership situation of the moment someone might like as if they want to defend every little thing.

Discussion will continue at next meeting.

Meeting to review Academic Administrators Assessments?

Jim reported that Academic administrator assessments closed last night. EC would like the info on that. A special EAC meeting will be required. Date and time are pending.

The meeting adjourned at 3:00 p.m.