

**Evaluation & Assessment Committee**  
**11:00 a.m. – 1:00 p.m. Zoom**  
**February 18, 2022**  
**Minutes**

1. Call meeting to order  
**Meeting called to order at 11:03am.**
2. Approval of January 31, 2022 meeting minutes  
**Meeting minutes were not available at the start of the meeting and will be provided at the next meeting for review and approval.**
3. Approve Administrator Assessment Schedule  
**EAC committee reviewed the assessment schedule to be presented to the EC for approval. Elements of the cycle were discussed and reviewed as to the frequencies of the different surveys. EAC also considered the total numbers of evaluations that would have to be reviewed each year which created the logic for the who was to be evaluated. The schedule was edited, and the schedule was approved to be reviewed by the EC committee.**
4. **EAC21.22.01** Approve Changes to survey in Qualtrics  
**The EAC reviewed and approved the SEOI questions in relationship to the pandemic for to be reviewed by the EC.**
5. **EAC21-22.04** Develop SEOI procedure language for Lidia  
**Further discussion was provided on procedural language for Lidia. Language was written on a procedure for the requests. The procedure will be discussed with Lidia to get further input from her.**
6. **EAC21-22.02** How do we want to approach faculty listening sessions D&I questions, experts?  
**It was discussed to reach out to the DEI task force to get their input on the listening sessions.**
7. **EAC21-22.06** Discuss Appendix B to incorporate additional policy and/or procedure language for faculty evaluation and teaching, review Memo.  
**The EAC further discussed the definition of “Excellence” within SEOI reviews and also outside evaluations for teaching.**
8. Discussion – Future meetings confirm 2/25 meeting next week  
**Meeting was confirmed for 2/25 at 1:00 pm.**
9. EC Updates (5 min)  
**None**
10. Adjourn  
**Meeting was adjourned at 12:40pm.**