

Evaluation & Assessment Committee
1:00 – 3:00 p.m.
December 1, 2023
Minutes

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

1. **Approval of November 17, 2023 minutes at 1:07pm**
2. **Approval of Agenda December 1, 2023 at 1:10**
3. **Review EAC report submitted November 29, 2023**
4. **EAC23-24.01 & 02 – Review Meetings with Deans**
 - a. **Talked about the current Dean survey questions – are they covering the job descriptions and how to improve them**
 1. **Rewrite first question to gauge communication of vision and a second to gauge the quality of the vision**
 2. **Revising the diversity and human resource questions to assess examples of how the Dean furthers the university mission of equity and belonging**
 3. **Revised respect question to be about respect for personnel and evaluation decisions, faculty/staff resolution, and professional growth – goes back to job description**
 4. **Placed similar questions about curriculum together**
 5. **Placed vision/future viability questions together**
 - b. **May need to have a separate Libraries Dean survey that has relevant language and responsibilities**
 1. **Have the Libraries Dean look over the version we have to suggest edits**
 - c. **Depending on the college and the person taking the survey, many of the questions may not be something someone is aware of or can speak to, so the “cannot judge” response option is important to highlight**
 - d. **Action Item: Dean survey draft will placed in sharepoint to edit and be able to share with Deans over break to discuss at next January meeting**
 1. **CC Warren and Hope on emails to Dean about meeting/looking over questions – want to make sure the questions are relevant to the Dean**
5. **EAC23-24.03 – Barriers to Student Completion of SEOI & Fact Sheet**

- a. **Moved to next meeting**
- 6. **Other**
 - a. **Before creating Associate Dean surveys, By-Laws and Faculty Code committee need to be revised first to say evaluations must occur**
 - 1. **Trying to learn more about where this request came from before we take this formally to By-Laws and Faculty Code committee**
- 7. **EC Updates (5 min)**
 - a. **Moved to next meeting**
- 8. **Adjourn at 3:09 PM**