

Evaluation & Assessment Committee
1:00 – 3:00 p.m.
January 19, 2024
Minutes

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

1. Approval of January 5, 2024 minutes
 - a. **Presented and approved as presented.**
2. Approval of Agenda January 19, 2024
 - a. **Presented and approved as presented.**
3. EAC23-24.01 & 02 – Present Qualtrics & Library Dean Survey
 - a. **Discussed and presented the Dean of Libraries survey instrument and explained the differences from the standard Dean survey as it fits better to the Dean of Libraries job description and information that the Dean of Libraries could use for feedback.**
 - b. **Presented Qualtrics survey the survey will be submitted to EC for review and comment.**
 - c. **Discussed the Associate Dean survey and the format for the survey. The question and challenge in developing the survey would be the types of questions that would be generated so they are generic enough for feedback. Further discussion was had on if there were two Deans, how is the information going to be separated out between the two Deans if there are two deans within the particular college being assessed.**
4. EAC23-24.03 – Review and Discuss Barriers to Student Completion of SEOI, Fact Sheet, & DEI Components
 - a. **Idea to increase response rates: have a QR code linked to the SEOI and on the last day of class leave the last 10 minutes to allow them to do it, but make sure you have left the classroom**
 1. **Consider how to implement QR code, whether SEOI people could do that or if faculty would have to create it**
 - b. **Since we are waiting on DEI, we could create tip sheet focusing on what we know and then update with DEI terms later on**

- c. Provide guidance on language to use when talking about SEOIs with students – why they are important to students, what we can say to let them know the information get used...etc.
 - d. Suggest implementing a midterm evaluation
 - e. Sheet might be just an 8.5x11 paper, have a pdf/png copy as well
 - f. Action item: Warren will forward the PPT presentation about SEOIs last spring to everyone on committee
- 5. EAC23-24.05 – Update Faculty Senate Survey
 - a. Update questions to be in line/assess adherence to VBB model
 - 1. Need more clarification on this
- 6. EAC23-24.04- Explore Current Practices in Faculty Peer Review - “Current Practices”
 - a. Need to consider size of department and the work that it takes to conduct peer reviews
 - b. Reviewing online asynchronous, synchronous, and hybrid courses pose a challenge in standardizing a review process
 - c. Review 2010 and 2014 documents and provide what is out there and our recommendations on what to use
 - d. Action item: Seek literature/information of best practices in peer review for next meeting – send to Warren ahead of time
- 7. Other
- 8. EC Updates (5 min)
 - a. Provost comes after Open EC
 - 1. De Welde’s report – lengthy, 20 pages of recommendation – will require institutional change to address these recommendations
 - 1. EAC will be roped in on this; committee has been created to review report – admin, TT, and NTT
 - b. Student retention is the focus for admin right now
 - 1. Focus has been on academic aspects, but there are other issues that are also likely to affect retention, like housing, wellbeing...etc.
 - 2. Concern with not having enough faculty to teach courses/slow process in hiring faculty, support students, which could also affect retention
 - 1. Faculty retention is a part of this discussion
 - 3. Retention efforts are lacking for BIPOC students
- 9. Reminder on action item: send Warren best practices in peer review before next meeting
- 10. Adjourn at 2:25pm