

**Evaluation & Assessment Committee**  
**1:00 – 3:00 p.m.**  
**February 2, 2024**  
**Minutes**

<b>Attendees</b>	<b>College</b>	<b>Present (Y/N)</b>
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	Y
Lidia Anderson		N

1. Approval of January 19, 2024 minutes
  - a. **approved**
2. Approval of Agenda February 2, 2024
  - a. **approved**
3. Review Committee Report
  - a. **Reviewed report, EAC23-24.05 no longer needed?**
4. EAC23-24.03 – Review and Discuss Barriers to Student Completion of SEOI, Fact Sheet, & DEI Components
  - a. **Question about the tip sheet – do we wait to do it or are we still drafting it**
    1. **Consider drafting part of the tip sheet without DEI definitions**
    2. **Concerns drafting up with DEI language that then gets revised when new Equity chair comes in**
  - b. **Action item: Look up examples of SEOI tip sheets to bring to next meeting**
5. EAC23-24.06 – identify who should be removed/added to admin access, update policy
  - a. **Reviewed report that shows admin access**
    1. **Question if the report can include the role of the person – helps to identify who should have access still if people have moved out of admin or chair roles for example**
    2. **Action item: Heather will check to see if the role information is available**
6. EAC23-24.01 & 02 – Present Qualtrics Dean & Library Dean Survey
  - a. **Have not had a chance to have all EC review the updated one**
    1. **Some comments so far from Lindsey**
      1. **I have a few thoughts and clarifying questions:**

**In Question 2, what does “promotes curriculum/program development” mean? (Maybe I just need an example for myself,**

but it seems unclear to me.)

I appreciate “demonstrates transparency in the budgeting process!”

I really appreciate the question about supporting NTT faculty needs!

I think this is a process question. In Question 4, I wonder if it might be useful to end with “Retaining a diverse faculty and staff?” It seems that all the other questions need to be considered/answered/fulfilled to retain a diverse faculty/staff.

In that same question, when it is asking about “promotes access and accommodation,” is this for disabled faculty, staff, and students? Is the group envisioning a broader understanding of these terms? How can we be clear about what this means?

2. Associate dean survey would be the only thing that needs to go into policy
7. EAC23-24.04- Explore Current Practices in Faculty Peer Review - “Current Practices” & Discuss
  - a. Reviewed some of the items found on best practices/examples
  - b. Action item: Each person offers three suggestions they see from the peer review materials – indicate where you pulled the info from
    1. Warren will create an excel workbook we can add in our suggestions
    2. We will be then compare the suggestions next meeting
8. Other
  - a. None
9. EC Updates (5 min)
  - a. Faculty senate next week
  - b. Academic Affairs motion disruptive behavior in classrooms has been a focus
  - c. Provost search has moved along
  - d. Committee appointments
10. Adjourn at 2:20 pm