

Evaluation & Assessment Committee
1:00 – 3:00 p.m.
April 26, 2024
Minutes

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

1. **Approval of March 1, 2024 minutes approved as is**
2. **Approval of April 12, 2024 minutes approves as is**
3. **Approval of Agenda April 26, 2024 approved as is**
4. Discuss Moving 5/10 meeting to either 5/3 or 5/17
 - a. **Move 5/10 meeting to 5/3**
5. New student member introduction
 - a. **Student hasn't attended**
6. SEOI Format Issue (Corinne Grieve) – See email
 - a. **Each year get questions about issues below, but seems to be increasing:**
 1. **Corinne with CEPS – they are teaching a course as online in schedule – they get online form, but wanted a different form; this has not been done; typically do custom questions**
 2. **Geology has also had a concern – administer outside of the normal time frame**
 3. **CTE Hamby – want to develop their own form**
 - b. **SEOI forms were created and approved by FS – everyone has same form based on modality**
 1. **With things like hyflex, there may be a need for a new form**
 - c. **Need to avoid letting departments have unique forms because it prevents comparisons across departments**
 - d. **Want to be consistent in how we respond to these concerns; SEOI staff are there to administer SEOI, anything else with changes falls outside SEOI staff purview**
 - e. **Vast majority of forms are online or lecture; SEOI staff have to audit each quarter every department and class to determine the appropriate form and still give 2 weeks to let people add custom questions**

1. Having different forms is not standard; a single form is more common in universities
 - f. Perhaps suggesting to departments/faculty asking for unique forms to do their own Qualtrics versions to supplement SEOIs
 1. Chair can also add custom questions on SEOI
 - g. How should SEOI staff handle these questions? Is there a more streamlined manner for certain requests?
 1. Content and policy questions should be brought to EAC
 2. People are not giving reasons for why they are not utilizing custom questions/changing modalities – could be not aware of these options – make sure Chairs are aware of options – training/information?
 - h. Message from Bartlett – in March regarding mean statistics missing for fall and winter quarters – has been resolved
 - i. Student complaint – end of finals is the proper time to complete SEOIs – this is a repeat complaint and Lidia shared this concern with Warren
 - j. EC can work with Lidia/SEOI staff to push out information about custom questions; also need to have updated contacts for who to send Excel sheet
 - k. Action Item: See about updating webpage about SEOI to house all the information for both faculty and students – Hope will check on who has access to the current Academic/SEOI webpage and Warren and Hope will talk to EC about how to move forward with this
7. EC23-24.03 & 07- Lucinda Carnell to discuss/assist with DEI information on student evaluations (fact sheet language & avoiding bias)
- a. Lucinda – interim VP of DEI – initiatives – equity and evaluation started this fall – mentions of this in the new CBA – recognizing the potential for bias in student evals
 1. IDEA committee in COTS have been working to develop language as well – ask IDEA chairs - Hancock
 2. CAH has some language in their manual too around this
 - b. Is there institutional information on the definitions surrounding DEI?
 1. There are some standard definitions for inclusion, equity, diversity
 2. Bring awareness – Lucinda can provide some literature to help
 3. Recognize there is a potential for bias – information to those involved in evaluation
 1. How questions are asked matter
 2. How we use SEOIs – it can inform teaching but cannot assess teaching
 - c. How to write SEOI questions gauging DEI that is constructive and
 - d. Identify barriers to student completion – fact sheet – include information about DEI
 1. Bias in evals – University of Denver – communicate to students what purpose and function of SEOI

2. **Completion rate – some SEOIs are very long – shortening and capturing key information – the questions may be too complex. These have been mentioned in literature**
3. **Provide dedicated space/time during class time to allow students to complete**
4. **There are different components that could lend to bias**
5. **Only personnel documents that talk about bias in SEOIs – CAH**
 1. **Has there been a consideration on adding a statement about bias at the university level in personnel documents?**
6. **Document examples of bias so people have a better idea of different ways bias can occur – either EAC might be able to provide language/template or advise colleges/departments on what can/should be included**
 1. **Generalizable and stand-alone statement – don't recreate the wheel – lean on the CAH and COTS on language that has already been used**
7. **Remembering that SEOIs are only one component to assessment**
8. **Review of charges**
 - a. **Dean survey in progress to get approved**
 - b. **Associate Dean questions/approval of doing of survey still working on this**
 - c. **Barriers to student completion of SEOI – now discussed it with Lucinda and continue working on this**
 - d. **Peer review process – need to figure out what we want to do with this**
 - e. **Update RCM/ABB – eliminated this question from survey – check this next meeting**
 - f. **Who should have access to SEOI – talked with Lidia – process of giving more info on how to perform requests**
 - g. **Identify best practices of student biases – continue on this**
 - h. **Update President survey – have questions and finalize that**
 - i. **Conduct biennial assessment – Provost and Deans**
 - j. **Review procedures – future meetings**
9. **EAC23-24.01 & 02 – Confirm EC approval of surveys**
 - a. **Got this**
10. **EAC23-24.06 – Approval of Proposal on SEOI Access**
 - a. **Moved to next meeting**
11. **EAC23-24.08 – Discussion of President Assessment Meeting on 4/26/2024**
 - a. **Meeting with President – presented survey questions – President seemed concerned that not all faculty could answer the questions – not willing to provide suggestions for questions that might be asked – used list of charges to frame questions**
 1. **Distribution of survey is outside of EAC – changing bylaws to have only certain faculty evaluate admin would require larger change**
12. **Other**
13. **EC Updates (5 min)**

- a. SEOI access policy looked good – Hope needs to figure out what the next steps are – policy process might be changing as well
- b. Reviewed Dean’s assessment and are good with them
- c. Consider adding language about Provost – we recognize that there have been different individuals, but the focus is on the office, not the person
- d. Compiling and getting charges ready
- e. Call to action around anti-Black bias and policing
- f. Met with Patrick – orient him to faculty senate; Sathy – proposal he’ll be doing on micro-credentials – curriculum process is really slow

14. Adjourn at 2:30pm