

**Evaluation & Assessment Committee**  
**1:00 – 3:00 p.m.**  
**May 3, 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	N
Toria Messinger	LIB	Y
Junyuan Chen	CAH	N
Hope Amason	EC	Y
Heather MacDonald Carchidi	CS	Y
Lidia Anderson		N
Yahcub Sylla	ASCWU	N

1. **Approval of April 26, 2024 minutes approved as is**
2. **Approval of Agenda May 03, 2024 approved as is**
3. New student member introduction - ?
  - a. **Not present**
4. SEOI Format Issue – discussion only
5. EC23-24.03 & 07- Discuss information on DU report, recommendations
  - a. **Tip sheet for students/faculty – charge 3**
    1. **Bias statement could be included in there**
      1. **Blend it in for students vs. call out box for faculty**
      2. **Online and print versions**
    - b. **Who has access to results for SEOI**
    - c. **Recommendation about bias statement**
      1. **Toria will draft statement and then circulate for review next Friday**
    - d. **Concern that not all colleges have language about bias in their personnel manuals**
      1. **Perhaps a charge can be created or recommended language provided to be included in personnel manuals**
6. EAC23-24.01 & 02 – Confirm EC approval of surveys
  - a. **Warren will talk with Janet about Qualtrics survey**
  - b. **Academic dean surveys are approved by EC**
  - c. **Library dean survey is still being revised, not distributed until next year**
  - d. **UG dean survey – this year – same version as other dean surveys and will go out to all faculty**
7. EAC23-24.05 – Information only
  - a. **Check that this is updated on surveys**
8. EAC23-24.06 – Approval of Proposal on SEOI Access

- a. **Some confusion about what access meant and surprise by how many have access**
  - b. **Agreed policy seemed reasonable**
  - c. **Hope will get one last review/discussion with EC next week**
    - 1. **Ask EC if they agree with the list of people who have access or if they can advise on removing anyone from that list**
9. **EAC23-24.08 –President Assessment Questions – Approval**
- a. **Position of description not available for President – so questions are based on a combination of what the President suggested and previous survey**
    - 1. **Hope will bring this up to EC**
  - b. **Survey questions approved by EAC and will be sent to EC for approval**
10. **Other**
- a. **Next meeting on May 24<sup>th</sup> – emailing back and forth on items in between**
11. **EC Updates (5 min)**
- a. **Statement about bias and policing read by Andrea**
  - b. **Open EC this Wednesday**
  - c. **Cats of Color Insta – Makes the focus on creating/distributing bias statement relevant/important**
12. **Adjourn at 1:57 pm**