

**Evaluation & Assessment Committee**  
**1:00 – 3:00 p.m.**  
**May 24, 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. **Meeting started at 1:05 pm.**
2. **Approval of May 03, 2024 minutes approved as is.**
3. **Approval of Agenda May 24, 2024 as is.**
4. Review Year End Report
  - a. **Year end report was reviewed as presented**
5. EC23-24.03 & 07- Discuss Tip Sheets
  - a. **Toria discussed the tip sheets and their function with added features**
  - b. **Committee approved of the tip sheets as presented**
  - c. **Discussion on how to present the tip sheets and where they will live should be addressed with Andrea and the EC**
6. EAC23-24.06 – Proposal moving forward to full EC (discuss proposal changes)
  - a. **Proposal with changes was presented.**
  - b. **It was discussed to leave the 10 days for EC for review**
  - c. **No changes were requested by any of the members and the policy and procedure will move to the faculty senate code and bylaws committee for full approval at the next FS meeting.**
7. EAC23-24.09 & 10 – Discuss FS, EC, & Administrator surveys
  - a. **These are out, please encourage faculty to take these**
8. EAC23-24.11 & 12 – Review Committee Procedures & Discuss Equity and Belonging in Procedures
  - a. **Reviewed document**
  - b. **Propose adding table that shows who and when they get assessed**
  - c. **Regarding equity/belonging**
    1. **Vague charge applied to all committees**
      1. **Hope can provide examples from other committees about what changes/language they included - Looking at their policies/practices as a committee and how to make those more**

equitable, e.g., BFCC added language about upholding mission/vision, clarity in how meetings are held

2. Once additional examples are provided, Warren will draft up some changes and send them around for feedback
3. Accessibility is part of this
4. Power dynamics of TT/NTT on committees and voting – consider things like anonymous voting if there is concern for this

9. Other

- a. SEOI administration policy – Hope discussed leaving the 10 days for review as EC can meet or make decisions via email to respond to things
  1. SEOI policy should be on FS agenda

10. EC Updates (5 min)

- a. Positive feedback on SEOI tip sheets
- b. One charge to revisit – bias in SEOI – should EAC provide a blanket statement to provide college/depts
- c. Also consider how to present tip sheets for SEOI – perhaps at the first FS meeting in the fall
- d. DEI training has good terms to refer to and use for DEI language
- e. Hope will be stepping down from EC, so there will be a new liaison
- f. New website policy – trying to figure out how to archive and have documents that need to be archived/available for things like standing committees
- g. Wildcat Shop – developing policy around faculty turning in textbook adoptions late
- h. If you have ideas for charges for EAC let Hope know soon, so she can relay that to EC – charges previously have been vague or lacking context, making it difficult to address
  1. Hope will check with Klosterman to see if there are any additional charges being considered, outside the regular ones
  2. Next year could bring up charges related to De Welde report – DEI/assessments
- i. Warren will send out letters out to everyone for participation in EAC

11. Adjourn at 2:01 PM