

Evaluation & Assessment Committee

1:00 – 3:00 p.m. **Zoom**

January 29, 2021

MINUTES

Present: Maurice Blackson, Warren Plugge, Stephen Robison (FSEC liaison), Francesco Somaini, Terry Wilson (chair), Jia Jin Xu (student representative at large)

Excused: Lidia Anderson (SEOI administrator)

Terry informs the committee that Lidia is trying to get a count of the students who have withdrawn from courses after the uncontested withdrawal date over the past few terms. (UFC president Gary Bartlett asked that students who withdraw from a course after the uncontested withdrawal date be removed from the roster and prevented from submitting SEOI.)

1. Call to order & approval of agenda
 - a. **Terry calls meeting to order at 1:05 p.m.**
 - b. **Agenda approved as presented.**
2. Approval of January 15, 2021 minutes (5 min)
 - a. **Minutes approved as presented.**
3. Assessment of Academic Administrator questions
 - a. **Deans: Reviewed and updated.**
 - b. **Associate Provost: Reviewed and updated.**
 - c. **Faculty Senate: Reviewed and updated.**
 - d. **Faculty Senate Executive Committee: Reviewed and updated.**
 - e. **Review President and Provost: Review completed with updates to the surveys.**

Terry will ask Janet Shields to integrate the proposed changes in the surveys in Qualtrics and share with the EAC the Qualtrics “draft” for further review before submitting it to the Faculty Senate Executive Committee.

- ~~4. Faculty Senate Committee workload~~
- ~~5. Use of SEOIs during COVID-19 draft language~~
- ~~6. Peer Review for online and hybrid~~
 - a. ~~<http://cet.usc.edu/resources/instructor-course-evaluation>~~
- ~~7. COVID-19 impact on faculty parents – promotion and tenure~~
- ~~8. Increasing student response rates to SEOIs~~

9. EC Updates (5 min)

a. **No updates.**

10. Adjourn

a. **Meeting adjourned at 2:57 p.m.**

Upcoming items:

Next meeting:

February 12, 2021

1:00 p.m., Zoom