

Evaluation & Assessment Committee
1:00 – 3:00 p.m. Zoom
January 31, 2022
Minutes

1. Call meeting to order.
Meeting was called to order at 1:06pm and the agenda for 1/31/2022 was approved.
2. Approval of January 14, 2022 meeting minutes.
Minutes from January 14, 2022 meeting were reviewed and approved.
3. **EAC21-22.04** Develop SEOI procedure language for Lidia
Discussed developing a process for Lidia and developing procedural language so Lidia can process and review. It was decided to create a form then push to the policy committee. EAC needs to know the numbers of requests. A form would create a process for decisions to be made on SEOIs and Lidia's process. Need to be clear in the process and directions showing the rationale for the request. A draft of the language was created. Lidia did mention that any form created should identify exactly what actions Lidia can and cannot specifically perform under the procedures. Lidia also mentioned that the Summer SEOIs are most challenging due to the time to process special requests. The EAC committee also discussed how requests would be reviewed at the different levels (EAC, EC, SEOI Administrator, etc.). Lidia will provide a list of the functions she performs so a form can be generated. Further discussion was held on how different situations may be handled like cheating etc. and how students could be removed through the process.
4. **EAC21-22.02** How do we want to approach faculty listening sessions D&I questions, experts?
This was put on hold to get the proper DEI professionals involved to help with the development of the listening questions.
5. **EAC21-22.06** Discuss Appendix B to incorporate additional policy and/or procedure language for faculty evaluation and teaching, review Memo.
EAC committee discussed Appendix B and developing a framework for the review of teaching and creating policy in how we incorporated peer evaluations into the review process. It was also discussed the many departments have a process and this charge could be left at the department level.
6. **EAC21.22.01** Review survey in Qualtrics, attached. done
The committee also discussed and reviewed s questions for this charge. Questions and format of the survey were edited. The survey will then go to the EC for review and approval.
7. Discussion – Future meetings confirm 2/4 meeting next week

The EAC committee discussed making a time change for the next meeting to 2/18 11am.

8. EC Updates (5 min)

None

9. Adjourn

Meeting was adjourned at 1:39pm.