

Evaluation & Assessment Committee
1:00 – 3:00 p.m. Zoom
February 12, 2021
Minutes

1. Call to order & approval of agenda
Meeting started at 3:10pm. A call to order was announced and a motion was made and approved to accept the agenda.
2. Approval of January 29, 2021 minutes (5 min)
The committee made a motion and approved the meeting minutes from January 29, 2021.
- ~~3. IS issue – Students getting SEOIs after they have withdrawn from class~~
Lidia was not available to discuss this issue and the issue was moved from the agenda to be discussed at the next meeting.
4. Assessment of Academic Administrator questions
 - a. Library Dean
The committee reviewed the assessment questionnaire was reviewed and the committee agreed the questions as presented.
 - b. Review President, Provost, Associate Provost, and Dean assessments
The committee organized and grouped the questions for comments based on a thematic organizational structure for a better flow. Adjustments were also made to the questions to provide additional clarity.
- ~~5. Use of SEOIs during COVID-19 draft language~~
- ~~6. Increasing student response rates to SEOIs~~
- ~~7. Peer Review for online and hybrid~~
 - ~~a. <http://cet.usc.edu/resources/instructor-course-evaluation>~~
- ~~8. COVID-19 impact on faculty parents – promotion and tenure~~
9. EC Updates (5 min)
No discussion was held on EC Updates, see discussion item below.
10. General Discussion – From a request by Faculty Senate Chair Elvin Delgado, a discussion item was added to the agenda on the additional wording to the policy with respect to students completing SEOIs who have been found to have academic dishonesty violations to be prohibited from completing an SEOI for the course. Discussion ensued on the practicality of being able to remove the SEOI and the timeliness of being able to complete the process by the faculty. It was discussed to include the additional wording which strengthens the policy. The committee did have concerns on the practicality of

enforcing the new wording within the policy. The issue is related to the faculty's ability to request the removal or inclusion of the student's SEOI if the student is found to have committed academic dishonesty and the process on making this happen.

11. Adjourn

The meeting was adjourned at 3:05PM

Upcoming items:

Next meeting:

February 26, 2021

1:00 p.m., Zoom