

## Evaluation & Assessment Committee

1:00 – 3:00 p.m. **Zoom**

February 26, 2021

### **MINUTES**

Present: Lidia Anderson (SEOI administrator), Maurice Blackson, Warren Plugge, Stephen Robison (FSEC liaison; for first part of meeting), Francesco Somaini, Terry Wilson (chair)

Excused: Jia Jin Xu (student representative at large)

1. Call to order & approval of agenda
  - a. **Meeting called to order at 1 p.m.**
  - b. **Agenda approved.**
2. Approval of February 12, 2021 minutes (5 min)
  - a. **Minutes approved.**
3. IS issue – Students getting SEOIs after they have withdrawn from class
  - a. **Discussion on pros, cons, and feasibility of preventing students from completing SEOI who withdraw from a course after the uncontested withdrawal deadline. Lidia explains that preventing them from doing SEOI for one class will remove them from all courses they are enrolled in, thereby preventing them from doing SEOI for other courses as well. The committee briefly discusses whether it is “overkill” to try and find a solution for these students if there are only a few of them each term and they are unlikely to do SEOI in any event.**
  - b. **Lidia asks the EAC about program directors (not department chairs) who have asked to be granted access to the SEOI of other faculty members in their programs. The committee agrees that this is inappropriate and that only department personnel committee members, department chairs, college personnel committee members, college deans and the provost should have access to individual SEOI. Lidia will run a report on who has access to SEOI.**
4. Use of SEOIs during COVID-19 draft language
  - a. **According to the AAC, because these changes are temporary, they should not go into policy. The committee (EAC) thinks more generic language for future reference would be opportune. We will draft said language and submit it to the Faculty Senate Executive Committee for evaluation.**
5. Increasing student response rates to SEOIs
  - a. **The committees agrees on recommending that faculty adopt the following strategies:**

1. **Mid-term evaluation SEOI-style via anonymous surveys;**
2. **Communicate with students how faculty use SEOI;**
3. **When in class, give students time to do SEOI;**
4. **Encourage completion in the period in which SEOI are open.**
- b. **The committee also briefly discusses the helpfulness of including a module about SEOI in the course structure of courses such as UNIV 101 and Hacks/Tools for Transfer Student Success.**
- ~~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. EC Updates (5 min)~~

**Items 6. through 9. and a continuation of 3. will be discussed during the next EAC meeting on 3/12/21.**

**Terry informs the committee that Janet Shields has put all the administrators' assessment surveys in Qualtrics and that the FSEC will give us feedback after 3/3/21.**

9. **Adjourn**
  - a. **Meeting adjourned at 3 p.m.**

Upcoming items:

**Next meeting:  
March 12, 2021  
1:00 p.m., Zoom**