

Evaluation & Assessment Committee

1:00 – 3:00 p.m. **Zoom**

January 15, 2021

MINUTES

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

Absent: --

1. Call to order & approval of agenda

Terry calls meeting to order at 1 p.m.

Francesco announces his term as senator ends in June. Another COM faculty might take his seat in senate. He asks about opportunities to remain on the EAC. Terry confirms it is not required to be a senator to serve on most FS committees including EAC.

2. Approval of November 13, 2020 minutes (5 min)

Minutes approved as presented.

3. Information Services SEOI administration

- SEOI forms for student media advising update

Francesco informs that student media have not finalized a proposal for a form to be used. Terry suggests that Francesco lets the committee know when a proposal is ready so it can be put on the agenda.

- Summer SEOI administration for off-schedule classes

Conversation about actual need for special “treatment” of off-schedule summer courses. We agree that we don’t want to change the current policy. Therefore, off-schedule summer classes’ instructors are going to keep choosing to follow the 6-week or the 9-week calendar to administer SEOI as done until now.

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. If the number of students in this situation is small, we don’t want to create an issue where there may actually not be one. It is also possible that the past quarter was particularly stressful because of the pandemic, which might have caused a larger than

usual number of students to drop a course past the uncontested withdrawal date. No decision is made on the subject.

4. Assessment of Academic Administrator questions

Terry: We have to assess President, Provost, Associate Provost, and the Deans of CAH, COTS, COB, Library. We have not surveyed the Dean of Student Success, the Dean of the Graduate School, and the new figure of the Dean of Extended and Global Education. We could survey them. However, there is an issue of fatigue given that we are asking faculty to do seven evaluations this spring. What about the Dean of CEPS?

We conclude we are doing the evaluations of President, Provost, Associate Provost, Deans of all Colleges (CAH, CEPS, COB, COTS, Library), Faculty Senate, and Faculty Senate Executive Committee. There is consensus on splitting evaluations with each position evaluated every other year, starting with President in year 1 and Provost in year 2. Terry will divide up the administrator's evaluations.

a. Provost

b. Deans

Reviewed.

c. Associate Provost

~~5. Use of SEOs during COVID-19 draft language~~

~~6. Peer Review for online and hybrid~~

- ~~• <http://cet.usc.edu/resources/instructor-course-evaluation>~~

~~7. COVID-19 impact on faculty parents—promotion and tenure~~

~~8. Increasing student response rates to SEOs~~

~~9. EC Updates (5 min)~~

10. Adjourn

Meeting adjourned at 3 p.m.