

**Evaluation and Assessment Committee**  
**October 1, 2021**  
**Draft Minutes**

Present: Warren Plugge, Francesco Somaini, Sara Toto, Marty Blackson, and Andrea Eklund.

Absent: Vacant CB position

Guest(s): None

Meeting was called to order at 1:03 p.m.

Marty moved to nominate Warrant to be chair. Sara seconded and motion as approved.

June 4, 2021 minutes – The committee amended the minutes to add who was present at the May 21, 2021 minutes added information about the Executive Report. Marty moved to approve the June 4, 2021 as amended. Francesco seconded and motion was approved.

Warren will be gone on October 29<sup>th</sup>. Sara will also be gone on that day. The committee decided to cancel the October 29<sup>th</sup> meeting due to lack of quorum.

The committee reviewed the charges.

EAC 21-22.01 – Discussed this last year and looked at an institution that uses a review process of teaching methodologies and that is reported on in respect to teaching evaluation. Francesco talked about what they have done within his department. The department changed their handbook to put SEOI at the end of the review. Note was included for use of SEOI by reviewers that should consider the bias within regarding gender, race, gender, physical appearance, language of instructor, perception of that language, etc.

EAC 21-22.02 - In the past the committee has talked about reducing the number of questions. This would add to the number and would be difficult to draft questions to be able to address this. Concern was expressed with being able to achieve this as some courses do not inherently lend themselves to teaching diversity and inclusivity. This could also be detrimental for some faculty. The committee would like some clarification from the Executive Committee on this charge. Would need to speak with Lidia about what the cost would be to add a question. Is this about content or accessibility?

EAC 21-22.03 – This can be a conversations with Lidia about potential other software that might work better for CWU, better costs and more flexibility. The committee would like to see what the students see when taking the survey.

EAC 21-22.04 – There is information on the FAQ about SEOIs being anonymous, but there are confidential not anonymous. The committee will need to speak with Lidia about the frequency of requests related to SEOIs.

EAC 21-22.05 – The charge includes a suggestion to speak with James Bisgard, Bruce Palmquist and Maura Valentino about this charge as resources.

EAC 21-22.06 – The committee asked for additional clarification what the Executive Committee would like to see out of this charge.

EAC 21-22.07 – Committee can work on policy language on who should have access to SEOIs. The other part is to develop procedures for when and how a student is removed from doing SEOIs.

EAC 21-22.08 – Warren will work with Josh Welsh the chair of Academic Affairs Committee to see how best to move this language forward.

EAC 21-22.09 – Change the “Cannot Judge” so it isn’t included in the average. Make sure all the questions are 1-5 and one being the lowest schedule. The committee will review the surveys in the spring.

EAC 21-22.10 – This is just part of what the committee normally does every year. Will review the questions winter quarter. Would like clarification on the administrator evaluations if they should start next year or if it should start this year with doing half of the administrators.

EAC 21-22.11 – Janet will send out the current procedures to the committee for their review.

EC Updates - No updates this meeting.

Committee decided to continue meeting virtually through October and will decide how the committee would like to continue to meet for the rest of the quarter.

Meeting was adjourned at 2:31 p.m.