

Evaluation & Assessment Committee

1:00 – 3:00 p.m. **Zoom**

November 13, 2020

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.

Jia introduces herself to the committee.

Terry informs the committee that she is still trying to find a COTS representative, and stresses that currently all members need to be present in order to have a quorum. Steve notes that it is difficult to find members for any committee.

Motion to approve the agenda carries.

2. *Approval of October 30, 2020 minutes (5 min)*

Motion to approve the minutes of the last meeting carries.

3. *SEOI forms*

Lidia: Several forms are used depending on the component of the course taught. We have a request to make the SEOI a bit different. They were created by a committee at some point in the past and have been changed at least twice. Warren confirms: He recalls a lot of effort to get the latest versions approved.

Conversation on the number of forms: one instead of the current seven? The current forms are “individualized”: They serve courses with different needs.

Jia: Students love to give feedback and share their perspectives on a class. SEOI do not require excessive work.

Lidia brings up the issue of SEOI for courses taken by students who work for student media. Francesco explains how the instruction in student media classes is structured. Lidia indicates that then an entirely new form is needed to address the needs of the advisers. Any new form needs to be adopted by the Faculty Senate. Form E? Form E with modifications? Alternatively, an exemption may be asked for the student media courses. Francesco: COM will take one form and submit it to the committee for adoption.

Lidia informs the committee that Ian Quitadamo is interested in running a query with SEOI data of faculty who would give him permission to use their scores for research purposes. Faculty can be granted access to other faculty's SEOI but not to those of individuals: Such access is to the SEOI of all CWU faculty. The committee agrees that, because the access would be to all faculty's SEOI, the request may not be granted.

4. *Increasing student response rates to SEOIs*

Lidia informs the committee of the response rates for the different forms: A: 46%; C: 32%; D: 38%; E: 37%; F: 39%; W: 43%.

Terry: SEOI are highly correlated to grades.

Conversation on strategies to motivate students to complete SEOI: explain purpose and value; give students time in class that they can decide to use to do SEOI; make time frame for SEOI in finals week.

Lidia: We have a pop-up in Canvas to remind students of SEOI.

Jia: For most students, after the last assignment is due before finals is the best time to be "pinged" about SEOI. She agrees that, when instructors explain to students the purpose of SEOI, students are more motivated to complete them.

5. *Use of SEOIs during COVID-19 draft language*

Maurice: Recommendations for best practices is needed.

Jia: Devote 15-20 minutes in class to the syllabus to make sure students read it and understand the use of SEOI could help.

Terry: Postpone this conversation until next quarter.

6. *Peer Review for online and hybrid*

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

Terry: Postpone further conversation on peer evaluations of instruction for synchronous online courses until next quarter.

7. *Assessment of Academic Administrator questions*

- a. Provost
- b. Deans
- c. Associate Provosts

The committee reviewed and revised the survey for the provost's evaluation.

Discussion on Ediz's and Bernadette's evaluations: Do they have to be done given that they will no longer hold those positions? Should they be asked

whether they want to be evaluated for their performance in positions held until Fall 2020?

Terry will ask Elvin Delgado, chair of the FSEC, for advice on how to proceed.

The first thing to do next quarter is to complete the revisions of the remaining surveys.

8. *COVID-19 impact on faculty parents – promotion and tenure*

N/A

9. *EC Updates (5 min)*

N/A

10. *Adjourn*

Meeting adjourned at 3 p.m.

Upcoming items:

**Next meeting:
January 15, 2021
1:00 p.m., Zoom**