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## CWU Evaluation and Assessment Committee Minutes - 10/01/12

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## Faculty Senate Evaluation and Assessment Committee

October 1, 2012

3:00 pm

Barge 304

Minutes

**Present:** John Hudelson, Michael Pease, Lynn Richmond, Jeff Snedeker

**Absent:** John Creech

Guests: Melody Madlem and Mike Jackson

Call to order by Jeff at 3:10 p.m.

There were introductions of both guests and committee members.

Chair election - Jeff was elected chair.

Approve May 21, 2012 minutes - were approved.

Faculty Senate Chair – Melody Madlem – Melody reported that the Executive Committee hopes to have the charges out next week. Melody will work with Jeff on any issues based on the committee's work last year. Melody will be meeting at noon on Thursday with Lori Braunstein, Bret Smith and Mike Jackson regarding five year review. Melody would like input from the committee. Melody talked about Senate having a seat at the table regarding evaluation and assessment of academic programs. She suggested a representative from this committee would be good. Michael expressed concern about the number of different things this committee can realistically take on. Jeff suggested that maybe the Curriculum committee might make more sense. It was suggested to have a task force with Jeff, Mike Jackson and someone from Curriculum to meet with Melody to talk further about this.

Evaluation of academic administrators – The committee talked about the Evaluation of Academic Administrators. The administrators have some control of the questions they would like asked, but very few utilize this. However, this will not change the process. Jeff suggested looking at the questions and putting some information together prior to the meeting on October 29<sup>th</sup>. Michael will pull together the updated questions that he came up with last spring.

360 degree evaluation process for Administrators. -- Jeff and Melody met with President Gaudino and Sherer Holter in August. Some policy elements have been written but the question of who gets to see the final reports of the reviewing committee. Jeff will send an inquiry to Sherer Holter regarding the sharing of information. She had indicated she would check with HR on what the boundaries are.

Updates of summer activities (Jeff) – Jeff has received concerns voiced by chairs about the size of summary reports. The SEOI Task Force had suggested a format that fit on one page, everything from bar graphs and other information that is

needed. Maybe the committee can push that again, especially since concerns that have been voiced.

Update on Spring SEOI process - Jeff reported that he has invited Dr. Tracy Pellett & Tom Henderson to a committee meeting. Tracy has asked for a meeting with Jeff with Tracy & Tom. Jeff has asked to have Melody there also. What are the questions the committee needs to know: How was the response rate? Jeff knows there are issues with the size of the summary reports. How are they going to solicit input from faculty? Michael indicated that it may be an ethics issue with faculty knowing who has and has not filled out survey, especially during the summer when course sizes are fairly small. John H asked what number of faculty used information to inform their course by adding the optional questions. It was suggested that the committee start a faculty discussion on these issues. Jeff will wait until after he meets with Tracy or until after the committee meets with him. Melody would be willing to set up a GoingOn discussion if that would help. There is a request to have student teacher evaluations as well. Jeff will ask the individuals who would like this to come speak with the committee at a future date.

Peer Evaluation – Jeff reported that he has received no responses regarding the Peer Evaluation of Teaching report. It was suggested that a reminder be sent out to faculty. Jeff asked Melody if she could remind Senators about it at the October 3<sup>rd</sup> Faculty Senate meeting.

Michael Jackson--SEOI questions – Mike indicated that his secretary likes the online SEOIs. Mike had two different questions for the committee. The first was as chair of physics department. In 2009 the department did their program review and has received an administrative response this fall that is confusing. In this report there was a comment regarding faculty and SEOI means as part of evaluating teaching effectiveness. Mike would like the opinion of the committee on how to interpret the last sentence of the letter. The committee felt that comparing SEOI means are not an effective way to determine teaching effectiveness in the classroom. Question 2 was as ADCO chair regarding the current use of strategic learning initiatives instead of program review. The administration is indicating that this is not like program review and it will tie to budgets and be useful. Mike received an example on how to fill it out and the example for teaching effectiveness is SEOI scores, with the desired objective is to be above the college average. How can departments do this when don't have college averages, or even department averages anymore? The committee felt that since this is just an example, it is not necessary for departments to use that example until otherwise indicated from administration.

Summary forms - Jeff reported that the summary reports are pretty unwieldy for chairs and deans to get through. Currently they are proposing that we go back to numerical data. Melody suggested inviting Bret Smith to a future meeting. Jeff indicated he has already been in contact with Bret, but asked him to wait until get through some of this info.

Meeting was adjourned at 4:42 p.m.

Next meeting October 15