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## CWU Evaluation and Assessment Committee Minutes - 01/22/13

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## Faculty Senate Evaluation and Assessment Committee

January 22, 2013

3:30 pm

Barge 304

Minutes

Present: John Creech, John Hudelson, Michael Pease, and Jeff Snedeker

Absent: Lynn Richmond

Guest(s): None

Meeting was called to order at 3:36 p.m.

Approve November 26, 2012 and January 7, 2013 minutes - Michael moved to approve the November 26, 2012 minutes as read. Motion was seconded and approved. Michael moved to approve the January 7, 2013 minutes as amended. Motion was seconded and approved as amended.

### Charges and Timelines

Faculty Assessment of Academic Administrators – The committee talked about how they would like to proceed with finishing up these assessments. The committee had been fairly happy with the questions for the deans. Maybe need to pare down questions to about 20. Is the committee going to have individuals add questions? The committee agreed to meet every Tuesday between now and March 5<sup>th</sup>. The committee put together a timeline. It is the goal that the final drafts be finalized by February 12<sup>th</sup>. It was decided that the draft assessment will be sent out to individuals being assessed to invite feedback on February 15<sup>th</sup> with a deadline of March 1<sup>st</sup>. The committee will meet on March 5<sup>th</sup> to finalize the documents. Jeff will try and meet with the Executive Committee on February 13<sup>th</sup> to review the final drafts before they are sent to the individuals being assessed. The hope is to have the assessments available to faculty to take April 15 to May 15<sup>th</sup>. The invitation to provide job descriptions and other information that individuals would like included with the assessment can be sent out any time. The assessment documents are available through DropBox to the committee for their review before the next meeting.

Senate and Senate EC assessment – The committee discussed the timeline for these assessments as well. Jeff will take these documents to the Faculty Senate at the March 6<sup>th</sup> meeting. Should send out the Senate assessment around May 1<sup>st</sup> with a due date of May 21<sup>st</sup> and the Executive Committee will be done at the last Senate meeting.

SEOI/Evaluation of Instruction in general – leading to proposals? – The committee discussed the matrix on page 9 of the 2005 Ad Hoc Faculty Evaluation report. Jeff indicated that if the committee would like, Wendy Williams, one of the authors of this report would be willing to speak with the committee. Michael expressed concern about the global nature of this without a specific charge coming from the Senate. Is

this appropriate for this committee? The committee would like more specifics and will there be a formal charge. Does the Union need to be brought into this conversation? Jeff will ask to be on the EC agenda next week to clarify this issue.

Meeting was adjourned at 5:00 p.m.

