



MINUTES FOR THE SENATE INSTRUCTIONAL EVALUATION COMMITTEE

Time: Feb 16, 2021 at 4:00 PM

Location: Zoom Conference Call - Virtual Meeting

Presiding: Carlos Guevara

Present:

Manuel Livingston,
Silvia Reyes,
Maria Subert,
Marcelo Viana Neto,
Asrat Amnie,
Alexandra Milsom,
Ann Genzale,
Allison Franzese,
Abdul Abubakar (SGA)

Absent: Charles Dour (SGA) and Michael Cisco

Minutes Prepared By: Maria Subert

TOPIC	DISCUSSION	DECISION / ACTION
Call to Order and Confirm Quorum	Quorum	4:05 PM Committee chair Carlos Guevara called the meeting to order.
TOPIC	DISCUSSION	DECISION / ACTION
Acceptance of Agenda and Minutes	Motion to accept the Agenda	4:10 PM Members approved the Agenda.
	Motion to accept the Minutes from previous meeting	4:15 PM Members approved the Minutes from previous meeting.

TOPIC	DISCUSSION	DECISION / ACTION
Chair's remarks	<p>TEAMS space had been created for the agenda and minutes, and for collaboration regarding the Student Evaluations of Teaching (SET) survey</p> <p>(1) process (2) instrument</p> <p>Previous members identified the students and faculty's perceptions.</p> <p>Our goal is to improve the survey and provide recommendations for changes.</p>	<p>Members will use TEAMS to provide recommendations to the SET survey.</p>
TOPIC	DISCUSSION	DECISION / ACTION
Discussion about resources submitted by committee members	<ul style="list-style-type: none"> - Should we check the survey for biases against women? - How can we improve outreach? - Students have problems with their online classes. How can we have a(n) forum / mechanism / ombudsman where students can complain? - Immediacy is important. Students need fast response. - Student evaluation is part of the CUNY system. - Do we need a standardized survey to evaluate various 	<p>Members will check the result of the previous research at https://www.campuslabs.com/campus-labs-platform/teaching-and-learning/course-evaluations/</p>

	courses with different methods?	
TOPIC	DISCUSSION	DECISION / ACTION
Focus areas for the semester	Recommended research areas for the semester <ul style="list-style-type: none"> ○ Process ○ Survey instrument ○ Outreach 	Members agreed to focus on three areas: <ul style="list-style-type: none"> ● Process (86%) ● Survey instrument (57%) ● Outreach (29%)
TOPIC	DISCUSSION	DECISION / ACTION
Old and New Business	Old Business: None New Business: Further discussions concerning SET	
TOPIC	DISCUSSION	DECISION / ACTION
Adjournment		Adjournment 5:15 PM