



MINUTES FOR THE SENATE INSTRUCTIONAL EVALUATION COMMITTEE

Time: 03/9/2021 at 3:30PM

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)
Charles Dour (SGA)

Absent: Michael Cisco

Minutes Prepared By: Maria Subert

TOPIC	DISCUSSION	DECISION / ACTION
Call to Order and Confirm Quorum	Checking quorum	3:35 PM Committee chair Carlos Guevara called the meeting to order.
TOPIC	DISCUSSION	DECISION / ACTION
Acceptance of Agenda and Minutes	Motion to accept the Agenda Motion to accept the Minutes from previous meeting	3:40 PM Members approved the Agenda. 3:45 PM Members approved the Minutes from previous meeting.
TOPIC	DISCUSSION	DECISION / ACTION

<p>Chair's remarks</p>	<p>Our goal is</p> <ul style="list-style-type: none"> • to use the findings of our previous research to analyze and improve the Student Evaluations of Teaching (SET). • to provide recommendations to enhance the survey instrument, the process and the outreach. • to submit recommendations that follow the governance structure, and can be presented to the College Senate for review and approval. <p>Should we include recommended changes into the PSC-CUNY Contract?</p> <p>Fast review of the SET survey questions.</p>	<ul style="list-style-type: none"> • We will reach out to Bernardini Craig, Eugene Sohn, Charles Drago, Varun Sehgal, and Piotr Kocik for their feedback about the legal process we need to follow regarding the SET. • We will ask the deadlines to provide recommendations. • We will add their responses to the TEAMS folder. • Doodle will be sent out to determine the date of the next meeting
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>DECISION / ACTION</p>
<p>Discussion about resources submitted by committee members</p>	<p>Because of the strict time-line, we focus on the survey. Later we will focus on biases and meta-studies connected to SET.</p>	
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>DECISION / ACTION</p>
<p>Focus areas</p>	<p>Committee members will work in pairs on two-two SET questions and recommend changes if necessary.</p>	<p>Members will submit their recommendations to the TEAMS folder before the next meeting.</p>
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>DECISION / ACTION</p>
<p>Old and New Business</p>	<p>Old Business: None New Business: Further discussions concerning SET</p>	
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>DECISION / ACTION</p>
<p>Attendance and Adjournment</p>		<p>Adjournment 5:00 PM</p>