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

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>DECISION / ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order and Confirm Quorum</td>
<td>Checking quorum</td>
<td>3:35 PM Committee chair called the meeting to order.</td>
</tr>
<tr>
<td>Acceptance of Agenda and Minutes</td>
<td>Motion to accept the Agenda</td>
<td>3:40 PM Members approved the Agenda.</td>
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<td>Motion to accept the Minutes from previous meeting</td>
<td>3:45 PM Members approved the Minutes from previous meeting.</td>
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Our goal is

- 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.

Should we include recommended changes into the PSC-CUNY Contract?

Fast review of the SET survey questions.

- 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.

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<thead>
<tr>
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<tbody>
<tr>
<td>Discussion about resources submitted by committee members</td>
<td>Because of the strict time-line, we focus on the survey. Later we will focus on biases and meta-studies connected to SET.</td>
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<tr>
<td>Focus areas</td>
<td>Committee members will work in pairs on two-two SET questions and recommend changes if necessary.</td>
<td>Members will submit their recommendations to the TEAMS folder before the next meeting.</td>
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<tr>
<td>Old and New Business</td>
<td>Old Business: None New Business: Further discussions concerning SET</td>
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<tr>
<td>Attendance and Adjournment</td>
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<td>Adjournment 5:00 PM</td>
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