



## MINUTES FOR THE SENATE INSTRUCTIONAL EVALUATION COMMITTEE

**Time:** 03/23/2021 at 3:30 PM

**Location:** Zoom Conference Call - Virtual Meeting

**Presiding:** Carlos Guevara

**Present:**

Manuel Livingston,  
 Silvia Reyes,  
 Maria Subert,  
 Marcelo Viana Neto,  
 Asrat Amnie,  
 Allison Franzese,  
 Abdul Abubakar (SGA)  
 Charles Dour (SGA)

**Absent:** Michael Cisco, Alexandra Milsom, and Ann Genzale

**Minutes Prepared By:** Maria Subert

TOPIC	DISCUSSION	DECISION / ACTION
<b>Call to Order and Confirm Quorum</b>	Confirming quorum	3:40 PM Committee chair Carlos Guevara called the meeting to order.
TOPIC	DISCUSSION	DECISION / ACTION
<b>Acceptance of Agenda and Minutes</b>	Motion to accept the Agenda  Motion to accept the Minutes from previous meeting	3:43 PM Members approved the Agenda. 3:45 PM Members approved the Minutes from previous meeting.
TOPIC	DISCUSSION	DECISION / ACTION
<b>Chair's remarks</b>	Our goal is <ul style="list-style-type: none"> <li>• to provide recommendations to enhance the survey instrument</li> <li>• to focus on the clarity of language</li> </ul>	

	<ul style="list-style-type: none"> <li>• to standardize the scales</li> <li>• to keep the number of questions to preserve the structure of the survey</li> </ul>	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / ACTION</b>
<b>Discussion about survey questions</b>	Discussing suggested changes to the SET survey	The result of the discussion will be sent to the members and posted in TEAMS folder as “Student Evaluation Survey recommendations.”
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / ACTION</b>
<b>Focus areas</b>	Committee members will read the suggested changes and make further recommendations if necessary.	<ul style="list-style-type: none"> <li>• Members will submit their recommendations via e-mail or in the TEAMS folder before the next meeting.</li> <li>• One more meeting is necessary before we finalize and present our final recommendation.</li> <li>• Committee will meet March 26 at 10AM.</li> </ul>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / ACTION</b>
<b>Old and New Business</b>	<b>Old Business:</b> None <b>New Business:</b> Further discussions concerning SET	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / ACTION</b>
<b>Attendance and Adjournment</b>		Adjournment 5:00 PM