MINUTES FOR THE SENATE
INSTRUCTIONAL EVALUATION COMMITTEE

Time: 05/14/2021 at 11 AM

Location: Zoom Conference Call - Virtual Meeting

Presiding: Carlos Guevara

Present: Maria Subert, Marcelo Viana Neto, Asrat Amnie, Allison Franzese, Carlos Guevara, Alexandra Milsom and Ann Genzale.

Absent: (Excused) Abdul Abubakar (SGA), Charles Dour (SGA), Manuel Livingston, and Silvia Reyes; (Unexcused) Michael Cisco

Minutes Prepared By: Maria Subert

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>DECISION / ACTION</th>
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</thead>
<tbody>
<tr>
<td>Call to order and confirm quorum</td>
<td>Confirming quorum</td>
<td>11:06 AM Committee chair Carlos Guevara called the meeting to order.</td>
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<tr>
<td>Acceptance of Agenda and Minutes</td>
<td>Motion to accept the Agenda</td>
<td>11:09 AM Members approved the Agenda. Members accepted the Minutes as it is.</td>
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<td></td>
<td>Motion to accept the Minutes from previous meeting.</td>
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<tr>
<td>Discussion about the SET survey instrument</td>
<td>We continue our research.</td>
<td>We will continue the research.</td>
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<td>Discussion with Matthew Lehde, Director of Campus Relations at Anthology Inc.</td>
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<td>• How survey instruments and managing software</td>
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from “Anthology” and “Enterprise Surveys” would be helpful for us.

- How “Anthology” works:
  https://www.anthology.com/material/idea-instruments
- How the “Idea” software collects, analyzes, and tracks ideas from diverse groups of people.
- Further research papers:

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<tr>
<td>Old and New Business</td>
<td><strong>Old Business</strong>: None</td>
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<td></td>
<td><strong>New Business</strong>: Further discussions concerning SET</td>
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<tr>
<td>Attendance and Adjournment</td>
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<td><strong>Adjournment: 12:30 PM</strong></td>
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