**Instructional Evaluation Senate Committee Minutes**

Date: April 5, 2019 Time: 9:40AM -10:33 AM

Room: C490

**PRESENT:** Mr. Carlos Guevara, Prof. Asrat Amnie,

Prof. Jacqueline DiSanto, Prof. Allison Franzese, Mrs. Silvia Reyes, and Prof. Maria Subert

**ABSENT:** Prof. Sherese Mitchell (excused), Prof. Juno Morrow (excused), Sarata Hydara (student, excused), Fatoumata Camara

1. **CALL TO ORDER AND VERIFICATION OF QUORUM 9:40 AM**  
   A Quorum was established. The meeting was called to order at 9:40 AM by Prof. Jacqueline DiSanto.
2. **CONFIRMING FUTURE MEETING DATES**

Friday,May 10. Back up meeting date May 17 9:30 a.m. until NOON

1. **UPGRADES ON PROGRESS ON TASK—TEAM SHARE OUT**

* **Question#1:** Where are we in the IRB process for our research?

**Discussion:** Prof. Sherese Mitchell had to make changes for consistency; she fficially submitted the research for IRB approval with the title: “An Analysis of Value and Perception of Student Evaluations at a Community College.”

* **Question#2:** When should we send out the surveys?

**Discussion:** We have two plans (A & B)

**Plan A:** If approved, we send the surveys to the students and faculty.

We organize focus groups for Apr 15 and May 6 (M-W-F).

**Plan B:** We should not start too early. We need to continue with our research, to make sure we have good participation rate, and take time to evaluate the surveys.

May would not work well for faculty and students.

The committee members feel that the faculty evaluation should be implemented in the fall followed by the focus group(s).

* **Question#3:** How many focus groups should we organize?

**Discussion:** Two or three focus groups

* **Question#4:** How will we administer the survey?

**Discussion:** Both surveys should be online

**Question#5: When should we distribute the surveys?**

**Discussion:** Both surveys should be sent out online before the student evaluation comes out in October.

* **Question#6: How** many focus groups should we organize and when?

**Discussion:** Two or three focus groups. Those who filled out would participate in late October/November.

* **What should we include in the focus group questions?**

**Discussion:** We include the same questions listed in the IRB. Lead questions will be what we have in the survey.

In focus group questions we should include whether or not completed the faculty evaluation.

**9:54 AM Quorum reached. Official vote –all in favor of Plan B.**

1. **FUTURE STEPS**

Members will continue to search for articles.

Reach out to CAUCH

Motion to adjournment.

**Adjournment (10:33 AM)**