**Instructional Evaluation Senate Committee Minutes**

Feb. 8, 2019 Time: 9:30AM -12 PM

Room: C490

**PRESENT:** Prof. Sherese Mitchell, Mr. Carlos Guevara, Prof. Asrat Amnie, Prof. Jacqueline DiSanto, Prof. Juno Morrow, Prof. Allison Franzese, and Prof. Maria Subert, Foulemata Camara (student), Sarata Hydara (student)

**ABSENT:** (Excused) Ms. Silvia Reyes

1. **CALL TO ORDER AND VERIFICATION OF QUORUM 9:45 AM**  
   A Quorum was established. The meeting was called to order at 9:33 AM by the Chairperson (Prof. Sherese Mitchell).
2. **APPROVAL OF THE MINUTES OF DEC. 7 MEETING**

Motion to approve the Dec 7 Minutes

Approved as presented

1. **CONFIRMING FUTURE MEETING DATES**

Friday,Feb. 22, 9:30 a.m. until NOON

Snow cancellation plan

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

* **Question#1:** What do we want to share at the 2/11/19 Senate standing committee meeting?

**Discussion:** We are in the process of formulating the IRB for our research.

* **Question#2:** Should we continue to survey?

Mr Carlos Guevara speaks about the result of the faculty survey.

Research now titled “Faculty perception about student evaluation”

**Discussion:**

**What is the purpose of our research?**

How can we make the Student Survey (SS) more effective?

How the institution is reacting to SS?

How the SS is being used?

**Who should be asked?**

Provost

Department PMOs

We are satisfied with the number of participants.

No need to continue surveying,

We will organize focus groups.

1. **FUTURE STEPS**

Professor Mitchell start IRB process

Everybody should type out questions for the next meeting and bring them to the next meeting or put them in the committee’s google folder.

**Adjournment (12:05 PM)**