**Instructional Evaluation Senate Committee Minutes**

Dec 7, 2018

Time: 9:30AM -12 PM

Room: C490

**PRESENT:** Prof. Sherese Mitchell, Mr. Carlos Guevara, Prof. Asrat Amnie, Mrs. Silvia Reyes, Prof. Jacqueline DiSanto, Prof. Allison Franzese, and Prof. Maria Subert

**ABSENT:** (Excused) Ms. Kaniah Aljamal (student), Ms. Sarata Hydara (student), and Prof. Juno Morrow

9:30-10:14AM Informal conversation

1. **CALL TO ORDER AND VERIFICATION OF QUORUM 10:15 AM**  
   A Quorum was established. The meeting was called to order at 10:15 AM by the Chairperson (Prof. Sherese Mitchell).
2. **APPROVAL OF THE MINUTES OF NOVEMBER 16 MEETING**

Motion to approve the November 16 Minutes

Approved as presented

1. **CONFIRMING FUTURE MEETING DATES**

Friday,Feb.8, 9:30 a.m. until NOON

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

**Question#1:** Student Evaluation Survey-- How will this get to the students? When should we distribute?

**Discussion:** The Student Evaluation Survey will be available online and in flyer format. It will be distributed in early January until Feb 11.

**Motion #2:** Motion to accept the Student Evaluation Survey—show of hands:

Everybody in favor/0 opposed/0 abstention.

**Question #2**: Draft of Faculty Survey-- How will this get to the faculty? When should we distribute?

**Discussion: The** Faculty Survey will be available online in the spring semester. Prof. Sherese Mitchell will type it out for the February7th meeting for further discussion. At the end of the spring semester the data will be analyzed.

1. **FUTURE STEPS**

We need to continue the discussion at institutional level to answer the questions: “What are we doing as an institution with the data of Student Evaluation Survey?”

**Adjournment (10:57 AM)**