**Instructional Evaluation Senate Committee Minutes**

Date: March 8, 2019 Time: 9:40AM -11:05AM

Room: C490

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

Prof. Jacqueline DiSanto, Prof. Allison Franzese, and Prof. Maria Subert

Faoutenata Camara (student), Sarata Hydara (student)

**ABSENT:** Prof. Juno Morrow (Excused)

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 the Chairperson (Prof. Sherese Mitchell).
2. **CONFIRMING FUTURE MEETING DATES**

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

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

* **Question#1:** Where are we in the process of formulating the IRB for our research? **Discussion:** Prof. Sherese Mitchell submitted the research for IRB approval with the title: “An Analysis of Value and Perception of Student Evaluations at a Community College”
* **Question#2:** How many focus groups should we organize?

**Discussion:** Two focus groups

* **Question#3:** How should we invite participants?

**Discussion:** We will send e-mails to departments and every units within the departments to ensure broad participation.

* **Question#4:** Should we use multiple approach (recording and note-taking) during the focus group meetings?

**Discussion:** We will not (audio or video) record the event.We will have two note-takers.

* **Question#5:** What are the focus group questions?

**Discussion:** Focus group questions will be determined based on the survey answers.

* **Question#6:** Should we offer food?

**Discussion:** Yes, food or cookies should be offered.

* **Question#7:** What is the timeline of the research?

**Discussion:** Fall 2019

* **Question#8:** How many questions should we ask during the focus group session?

**Discussion:** 5 – 6 questions

* **Question#8:** How will we administer the survey?

**Discussion:** Online

1. **FUTURE STEPS**

Members accept roles in focus group and will send contribution to the article.

1. **APPROVAL OF THE MINUTES OF Feb 22 MEETING**

Motion to approve the Feb 22 Minutes

Approved as presented

**Adjournment (11:06 AM)**