



MINUTES FOR THE SENATE INSTRUCTIONAL EVALUATION COMMITTEE

Date and Time: Dec 9, 2020; 2 PM

Location: Zoom Conference Call

Presiding: Carlos Guevera

Present:

Silvia Reyes,
Maria Subert,
Marcelo Viana Neto,
Asrat Amnie,
Alex Milsom,
Ann Genzale,

Absent: Charles Dour (SGA); Abdul Abubakar (SGA); Allison Franzese; Manuel Livingston;
and Michael Cisco

Minutes Prepared By: Maria Subert

TOPIC	DISCUSSION	DECISION / ACTION
Call to Order and Confirm Quorum	Quorum	2:09 PM Committee chair Carlos Guevera called the meeting to order.
TOPIC	DISCUSSION	DECISION / ACTION
Acceptance of Agenda and Minutes	Motion to accept the Agenda	2:12 PM Members approved the Agenda.
	Motion to accept the Minutes from previous meeting	2: 14 PM Members approved the Minutes from previous meeting.

TOPIC	DISCUSSION	DECISION / ACTION
<p>Chair's remarks</p>	<ul style="list-style-type: none"> • What to do (the function of the committee): <p>- To develop procedures and instruments for the classroom observation of faculty members by peers.</p> <p>- To develop procedures and instruments for the student evaluation of faculty.</p> <p>- To review the student evaluation process and the tabulation of results and make recommendations thereon.</p> <p>- To report to the Senate on the procedures and instruments."</p> <ul style="list-style-type: none"> • We don't have student evaluation this semester 	
TOPIC	DISCUSSION	DECISION / ACTION
<p>Article Discussion: Mitchell, S., Amnie, A., DiSanto, J. M., Franzese, A., Guevara, C., Morrow, J., Reyes, S., & Subert, M. Student and faculty perspectives on student evaluation of teaching: A cross-sectional study at a community college. <i>Hispanic Educational Technology Services Journal</i>, XI. Open Access: https://hets.org/ejournal/category/volume-xi/fall-issue-november-2020/</p>	<ul style="list-style-type: none"> - What are other institutions' experiences with SET? - Should we move forward for recommendation based on our data on "fear" and concerns how Student Evaluation of Teaching (SET) will be used in the tenure process? - Why is Rate My Professor popular? 	<p>2:41 PM We will create a TEAMS space for questions, ideas and documents regarding (1) the process, and (2) the instrument.</p> <p>Members will share their own "middle-of-semester survey" via TEAMS.</p> <p>2:50 PM We will provide access to the survey result for the new committee members as well.</p> <p>3:00 PM A Doodle will be sent out to determine the next meeting.</p>

	<ul style="list-style-type: none"> - How can we improve low response rate? Should we anticipate that every student must complete SET? Should we come up with a new instrument? - Do we need different instruments to evaluate online teaching? - How can we demonstrate that there is need for SET? - Members have their own middle-of-semester survey. 	
TOPIC	DISCUSSION	DECISION / ACTION
Old and New Business	Old Business: None New Business: Further discussions concerning SET	
TOPIC	DISCUSSION	DECISION / ACTION
Adjournment		Adjournment 3:15 PM