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

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<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>DECISION / ACTION</th>
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<tbody>
<tr>
<td>Call to Order and Confirm Quorum</td>
<td>Quorum</td>
<td>2:09 PM Committee chair Carlos Guevera called the meeting to order.</td>
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<tr>
<td>Acceptance of Agenda and Minutes</td>
<td>Motion to accept the Agenda Motion to accept the Minutes from previous meeting</td>
<td>2:12 PM Members approved the Agenda. 2: 14 PM Members approved the Minutes from previous meeting.</td>
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| Chair’s remarks | • What to do (the function of the committee):  
- To develop procedures and instruments for the classroom observation of faculty members by peers.  
- To develop procedures and instruments for the student evaluation of faculty.  
- To review the student evaluation process and the tabulation of results and make recommendations thereon.  
- To report to the Senate on the procedures and instruments."  
• We don’t have student evaluation this semester. | |
- 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? | 2:41 PM  
We will create a TEAMS space for questions, ideas and documents regarding (1) the process, and (2) the instrument.  
Members will share their own “middle-of-semester survey” via TEAMS.  
2:50 PM  
We will provide access to the survey result for the new committee members as well.  
3:00 PM  
A Doodle will be sent out to determine the next meeting. |
- 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.

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| Old and New Business | Old Business: None  
New Business: Further discussions concerning SET |                    |

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<tr>
<td>Adjournment</td>
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<td>Adjournment 3:15 PM</td>
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