

DATE: November 7, 2013

TO: Dr. Luther Stayer, Chair, SET
 Jessica Weiss
 Amy June Rowley
 Tom Bickley
 Linda Smetana
 Liz Ginno
 Donna Wiley
 Linda Dobb

FROM: Sweety Law, Secretary, SET

SUBJECT: Minutes of Meeting held on Wednesday Nov 6, 2013

DRAFT OF MINUTES OF MEETING

Present: Liz Ginno, Luther Strayer, Amy June, Linda Smetana, Tom Bickley, Jessica Weiss
 and Sweety Law

Guest: Donna Wiley

1. Approval of the agenda – M/S/P; no abstentions
2. Election of a chair & secretary:

Luther Stryaer (Chair – Fall 2013) Sweety Law (Secretary – Fall 2013)
 Sweety Law (Chair – winter 2014) Tom Bickley (Secretary – Winter 2014)
 Linda Smetana (Chair – Spring 2014) **Secretary to be determined**

3. New business:
 - a. Timeline for online student evaluations

Guest Wiley overviewed general results of 12 volunteer Winter 2013 online student evaluations and that Academic Senate agreed to implement entirely online student evaluations only for Fall 2013. Senate needs more evidence to continue online evaluations in Winter and Spring 2014.

Discussion on Senate concerns and ways to increase response rates.

Motion to request Academic Senate (via FAC/ExCom) to advise faculty **that the University continue with** online student evaluations effective immediately for Fall quarter **onward**– M/S/P; no abstentions

Chair Strayer suggested an all-faculty email to be sent by Provost's Office alerting about all online evaluations for fall courses. Evaluations will close the Sunday before final exam week.

- b. Timeline for progress on student evaluations questions

The old form and its questions will be used this quarter. The new form with 33 scale items and some free response questions was developed and finalized by the previous SET committee. The new Committee discussed forwarding the new form to FAC/ExCom/Senate for review and comments.

4. Old business:

- a. Draft policy with 5/15/13 FAC changes (updated language regarding statistical measurements in 4.1)

Citing work by three renowned UC Berkeley statisticians, Weiss reminded the Committee about increasing misstatements using averages in RTP letters to reflect faculty competence. She suggested that the introductory preface to the new online evaluation form needed a statement that the student evaluation scores comprised only one component in any 360° performance evaluation.

- b. Discussion on adding language about departments adding their own questions (possibly keeping 2.2 from current policy)

Ginno will share FAC Minutes regarding the questions with SET.*

Ginno, Strayer, and Bickley will share bibliography with SET given that three members have no history. Rowley suggested that the Committee convene again in January having gone through the process themselves.

5. The meeting was adjourned at 5.25 PM

*Minutes of May 1, 2013:

<http://www20.csueastbay.edu/faculty/senate/committees/fac/12-13/12-13-minutes/fac-5-1-13mamend.pdf> (SET discussion starts on page 3).

Minutes of May 15, 2013 continuation of the discussion:

<http://www20.csueastbay.edu/faculty/senate/committees/fac/12-13/12-13-minutes/fac-5-15-13mapp.pdf>