

**Standing Committee
NORTH CAROLINA STATE UNIVERSITY**

Evaluation of Teaching (EoT) Minutes

Wednesday, November 11, 2020, 10:00 to 11:00 AM¹

Via ZOOM

Agenda

1. Vote to approve the minutes of [Oct 14, 2020](#), meeting
2. Establish procedure for dealing with requests for ClassEval reports from faculty who may have left the university
3. Brief discussion on items to be highlighted for teaching evaluation for the 2021-22 RPT cycle. May defer larger discussion of this to the next meeting.
 - Guidelines for peer evaluation in Covid times
Any update from James/Lori/Diane?
 - Use of CE data, even though we know it is biased? We have not decided on the status of CE use for RPT purposes, so as things stand, it is one component

Adjourn

*The Provost's Committee for the Evaluation of Teaching is subject to the Open Meetings Law in North Carolina. Public notice, agendas, and minutes are posted on the web.

Present:

Srinivasan Krishnamurthy, Business Management - EOT Committee Chair

Regina Schoenfeld, Molecular Biomedical Sciences - EOT Deputy Chair

Jason Osborne, Statistics

Mi Kim, History

Rishika Rishika, Business Management

Shweta Trivedi, Animal Science

Roger Narayan, Biomedical Engineering

Stacy Supak, Center for Geospatial Analytics

Andrea Rubio, PhD Student

Rohit Singh, PhD Student

Pierre Gremaud, Graduate School-Dean's Office

Katharine Stewart, Provost Office Liaison

Grae Desmond, Institutional Strategy and Analysis (Classeval contact)

Diane Chapman, Director of the Office of Faculty Development

Jennifer Stanigar, Office of Faculty Development

Sunanda Dillon, Office of Faculty Development

¹ If necessary, the meeting time may be extended to facilitate and/or complete discussion.

Not Present:

Gary Beckman, Music

Andrey Kuznetsov, Mechanical & Aerospace Engineering

James Bartlett, ELPHD, College of Education

Lori Rothenberg, Textile & Apparel, Technology and Mgt.

Molly Vanhoy, Student

Harrison Andrews, Student

Meeting called to order in Zoom at 10:00 AM with a quorum present.

1. The Minutes of [October 14, 2020](#) meeting were approved. Motion for approval by Dr. Osborne and seconded by Dr. Kim.
2. Chair Krishnamurthy advised that the meeting would be recorded for use in capturing the Minutes and not shared publicly.
3. Establish procedure for dealing with requests for ClassEval reports from faculty who may have left the university
 - a. Need to confirm the identity of individuals who request personnel file information
 - b. [Link to Personnel File information](#) from NC State General Counsel
 - c. [Link to Personnel File for separated faculty](#) from Human Resources Information Management and Analytics
 - d. [Link to Offboarding information](#)
 - e. If employee separates from the University, all ClassEval requests should be directed to the HR representative in their former college
 - f. Office of General Counsel can advise about who is able to see personnel files
 - g. Add sentence to Offboarding - while Unity ID is active, download all data, if unable to get data, they can contact HR representative
 - h. Policy changes recommended:
 - i. Faculty should contact the department head or college HR representative, who will be in charge of verifying the identity, and will send the requested documents to the ex-faculty.
 - ii. Office of Institutional Strategy and Analysis is a backup with support from the Office of General Counsel for appropriateness of sharing the data
 - iii. EOT Committee will contact the HR to see if we can add a sentence to the offboarding website, alerting faculty to download the ClassEval reports before they depart.
4. Discussion on items to be highlighted for teaching evaluation for the 2021-22 RPT cycle
 - a. Guidelines for peer evaluation in Covid times
 - b. Subgroup has met once and will meet again prior to the next EOT meeting.
 - c. Use of ClassEval data, even though we know it is biased

- i. No numerical reports will be going into RPT for COVID-19
 - ii. Qualitative comments may be discriminatory
 1. There is no requirement for qualitative comments in the dossier
5. Next meeting of the Committee will be held Wednesday, February 10, 2021. There will be no January meeting as the second Wednesday falls prior to the official start of the semester on Tuesday, January 19, 2021.

Meeting adjourned at 10:55 AM.