

Date	2/27/2023 / Time: 10:00 - 11:00 am																																						
Invitees / Attendance	<table border="1"> <tr> <td>P</td> <td>James Bartlett</td> <td>P</td> <td>Alice Lee</td> <td>A</td> <td>Pierre Gremaud</td> </tr> <tr> <td>P</td> <td>Diane Chapman</td> <td>P</td> <td>April Fogleman</td> <td>A</td> <td>Andrey Kuznetsov</td> </tr> <tr> <td>P</td> <td>Melissa Srougi</td> <td>P</td> <td>Carla Delcambre</td> <td>A</td> <td>Holly Hurlburt</td> </tr> <tr> <td>P</td> <td>Roger Narayan</td> <td>P</td> <td>Beth Wright Fath</td> <td>A</td> <td>Grae Desmond</td> </tr> <tr> <td>P</td> <td>Jason Swarts</td> <td>P</td> <td>Whitney Jones</td> <td></td> <td></td> </tr> <tr> <td>P</td> <td>Rishika Rishika</td> <td>P</td> <td>Ying Xi</td> <td></td> <td></td> </tr> </table>	P	James Bartlett	P	Alice Lee	A	Pierre Gremaud	P	Diane Chapman	P	April Fogleman	A	Andrey Kuznetsov	P	Melissa Srougi	P	Carla Delcambre	A	Holly Hurlburt	P	Roger Narayan	P	Beth Wright Fath	A	Grae Desmond	P	Jason Swarts	P	Whitney Jones			P	Rishika Rishika	P	Ying Xi				
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Action Items from last meeting	<p>The meeting was called to order in Zoom at 10:05 a.m. with a quorum present.</p> <ul style="list-style-type: none"> It was advised that the meeting would be recorded for use in capturing the Minutes and the recording would not be shared publicly. The January 23, 2023 Minutes were approved. Motion to approve by Dr. Beth Wright Fath, seconded by Dr. Jason Swarts. 																																						

Core Class Evaluation Questions

Discussion 1

- Discussions continued on [Proposed Changes To On-campus ClassEval](#) with specific focus on reviewing/revising course related questions # 9-12.
 - Course Related Questions- some of the changes were as follows:**
 - 9. The course materials (e.g., readings, videos, class notes, course packs, FAQs, websites, course webpage, and blogs) were valuable aids to learning/**changed to:** The learning materials (e.g., readings, videos, class notes, course packs, FAQs, websites, course webpage, and blogs) were appropriate for the course.

- 10. The course assignments (e.g., homework, exams, quizzes, lab reports, papers, presentations, projects, portfolios, artistic impressions, critiques, blogs, and videos) were valuable aids to learning/**changed to:** The assignments (e.g., homework, exams, quizzes, lab reports, papers, presentations, projects, portfolios, artistic impressions, critiques, blogs, and videos) were appropriate for the course.
- 11. This course improved my knowledge of the subject.
- 12. Overall, this course was excellent/**changed to:** After completing this course, I feel confident I could build on my knowledge of the subject.

The committee continued their previous discussion on adding an additional question related to diversity, equity and inclusion as being integrated into the course content as a critical element for consideration.

- It was mentioned that adding this additional question would need to be viewed by the Office of General Counsel to ensure that it conforms to the Course Eval content.
- The committee agreed to add an additional question and submit it to the Office of General Counsel for consideration.

The following question was added for consideration:

- 13. Where possible, diversity, equity and inclusion were incorporated into the course.
 - If this additional question gets approved, would it be best suited between questions 10 or 11?
 - The committee agreed that this additional question could go between questions 10 or 11 because it relates more to the content of the course than the kind of results of the course.
 - Dr. Chapman shared the link to the open ended questions. <https://report.isa.ncsu.edu/ClassEval/Instruments/ClassEval-On-Campus-Questionnaire-Post-2158.pdf>

They are as follows:

- 1. Comment on strengths and weaknesses of the instructor.
- 2. Comment on strengths and weaknesses of the course.

Final Thoughts:

- 3. Give suggestions on how the course or how the instruction could be improved.
 - Is there anything that would need to be modified with these questions? Are they broad enough that they allow students the ability to give feedback?
 - The committee agreed that the open ended questions can remain as they are.

Motion to approve the revised changes to the Proposed Changes To On-Campus ClassEval questions 9-12 and the additional question 13 of the Course-related questions were made by Dr. Jason Swarts and seconded by Dr. Alice Lee. The committee voted unanimously.

Adjourn

The meeting was adjourned at 10:57 am