

<https://ncsu.zoom.us/j/95703067048?pwd=NSStMSWllcDYyK1NHNzMxbDhmaWdXQT09>

Date	2/19/2024 Time: 11:00 am - 12:00 pm					
Invitees / Attendance	P	April Fogleman	P	Chris Hayes	A	Pierre Gremaud
	P	Carla Delcambre	P	Alice Lee	A	Leila Hajibabai
	P	Whitney Jones	P	Melissa Srougi	A	Jason Swarts
	P	Jackie Bruce	P	Diane Chapman	A	Parker Neal
	P	Grae Desmond	A	Julia Janson		
	P	Florence Martin	A	Holly Hurlburt		
Action Items from last meeting	<p>The Meeting was called to order in Zoom at 11:03 a.m.</p> <ol 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 22, 2024 meeting minutes were approved. Motion to approve by Dr. Jackie Bruce and seconded by Dr. Alice Lee. 					

Updates on Class Eval Proposed Changes

Summary:

- The Provost has approved the committee's changes that were recommended last year, regarding the Class Evaluation questions with the exception of the question regarding D.E.I.
 - Where possible, diversity, equity, and inclusion were incorporated into the course.
- The committee discussed possibly “pushing back” on this particular question.
 - The general consensus was that the committee would “push back” on this question, but also consider rewording the question.
 - In the January committee meeting, it was mentioned that the words, diversity, equity, inclusion and belonging are all mentioned the University’s Strategic Plan. Goal number 4 (“Champion a culture of equity, diversity, inclusion and belonging and well being in all we do”).

Goal for today’s meeting:

- To come up with a plan on how to respond to the Provost’s decision and what questions the committee has to improve the D.E.I. question.

- Coming up with various ways to reword - Diversity, Equity and Inclusion.

Updates:

- Dr. Chapman will recommend implementing the changes in the Fall since the academic year is already so far in the semester. This will include:
 - Informing Department Heads of the changes.
 - This will give the committee time to formulate a response and send it to the Provost for review.
 - How likely is it that after the committee spends time in rewording the D.E.I. question, that it will be incorporated into the Class Eval? Will it be a “double-down” from the University’s standpoint and be rejected again?
 - There may be a second rejection, however, it is important for the committee to make a statement to let the Provost and University know that this question on D.E.I. is important to the committee, even if it is not approved, the point will be made.
 - A suggestion was made to brainstorm in the meeting to tackle this question.

Suggestions for the Letter to the Provost :

- Dr. Fogleman typed up a draft letter and will send the letter to Dr. Chapman for review before submitting it to the Provost’s office.
 - Link to the Google doc from Dr. Fogleman:
<https://docs.google.com/document/d/1GjkGw8AGKuRZHfZo54odolSm4fRFZRnlw4sVLWsnmw0/edit?usp=sharing>
 - This question came from UNC-Chapel Hill: The instructor, [Insert Instructor Name], saw cultural and personal differences as assets.
 - Dr. Fogleman will check with Julia Janson to see if this question is approved and current.
 - If this question is approved and current, what are the committee’s thoughts on this question?
 - Was the original question geared towards the class versus assessing the environment of the classroom? - Where possible, diversity, equity, and inclusion were incorporated into the course.
- **A link was shared regarding recommendations for other ways to ask DEI questions:**
 - <https://www.anthology.com/blog/course-evaluations-are-diversity-equity-inclusion-and-belonging-experience-questions-asked-and>
 - Do we want to access more of the environment of the classroom?
 - Could we fuse the questions together? Could the committee consider using this question:
 - Where possible the instructor focused on the depth and breath of disciplinary perspectives (*Focuses more on content*).
 - Is what the committee intending going to be interpreted appropriately? (in terms of disciplinary perspectives)?
 - Dr. Fogleman will take the notes that she has and send a document out to the committee to get their perspectives/ideas about this question.
 - **Link to the Survey from Dr. Fogleman:**
<https://forms.gle/9rmbPMR5drw3HDTs9>

Unique Questions on 8-week courses:

- Dr. Fogleman received an email from a Professor who wanted to add unique questions to an 8-week course.
 - The policy is that unique questions cannot be added to an 8-week course.
 - It was mentioned that the policy is not equitable as professors need to be able to add questions in order to evaluate the course.
 - The policy was originated by this committee, therefore, the committee needs to discuss having time to complete the necessary steps.

Detail of the Class Eval Process:

- 3 snapshots are taken to make sure everyone can review their course settings to make sure their courses are set up correctly. **This is implemented on:**
 - The 1st day of class - a note is sent to all instructors and the scheduling officers.
 - The 10th day of class.
 - And then 4-5 days before the Class Eval opens.
 - This process takes almost 2 weeks out of the 8 week window.
 - The question bank is then open for 1 week to allow instructors to add questions (they can look and see if there are any questions that they want to use/or if they need to add questions that do not yet exist in the documents.
 - Afterwards, it is opened up to the Deans - they have an exclusive window to add questions for 2 days.
 - Then, the Department Heads have an exclusive window to add questions for 2 days.
 - Then the Instructors have their opportunity to add questions which can range from 2-3 days.
 - Consideration is needed for both holidays and spring break into the timeframe.
 - Time has to be allotted to set up the surveys and make sure they are running properly before they are released.
 - Can this additional time for unique questions to be asked by the professor be fit into the process?
 - Right now, the time frame to add questions is extremely tight given the process; it's a timing issue.
 - Is it possible for a professor to start this work earlier, especially if they know they are going to be teaching in the summer?
 - Should the committee vote on this issue? (**see the link to the survey above**).
 - Dr. Fogleman will send out a survey and have the committee vote on the issue and will give updates at the next meeting.

Meeting Adjourned: The meeting was adjourned at 11:58 a.m.

Next Meeting: Monday, March 18, 2024 at 11:00 a.m.