

Date	08/28/2023 Time: 11:00 am - 12:00 pm					
Invitees / Attendance	P	April Fogleman	P	Alice Lee	A	Jason Swarts
	P	Jackie Bruce	P	Julia Janson	A	Diane Chapman
	P	Carla Delcambre	P	Whitney Jones	A	Pierre Gremaud
	P	Grae Desmond	A	Parker Neal	A	Leila Hajibabai
	P	Chris Hayes	A	Holly Hurlburt		
	P	Florence Martin	A	Melissa Srougi		
	Guest: Maria Gallardo-Williams (Present)					
Action Items from last meeting	<p>The Meeting was called to order in Zoom at 11:02 a.m. with a quorum present.</p> <ol style="list-style-type: none"> 1. It was advised that the meeting would be recorded for use in capturing the Minutes and the recording would not be shared publicly. 2. Introductions were made for new and returning committee members. 3. The committee reviewed the Evaluation of Teaching Committee charge. 4. The committee reviewed the EOT Annual Report 2022-2023. 5. The February 27, 2023 meeting minutes were approved. Motion to approve by Dr. Jackie Bruce, seconded by Dr. Carla Delcambre. 					

EOT Annual Report 2022-2023

- Dr. Fogleman reviewed the [EOT Annual Report 2022-2023](#).
 - Does the committee vote on the proposed changes to the class evaluations in a single meeting, or is this something that the committee aims to have completed by the end of this year?
 - The committee proposes the changes/recommendations and submits them to the Provost Office who decides if said changes will be implemented.
 - With the Annual Report being submitted on June 30th; were the question changes in the Annual Report approved for this year?
 - The question changes are still pending.
 - A suggestion was made for the committee to keep in mind the timeline/deadline that the question changes need to be decided by if the questions want to be included in certain semesters.

- Sunanda Dillon and Dr. Fogleman will work together to find out if/when the question changes in the Annual Report will be approved.
- A suggestion was made to keep in mind that the Regulation has to be reviewed and updated every 3 years; the time begins when the Regulations are actually instituted and not when they are submitted. Once the changes are approved in the Annual Report, tentatively 2026 would be the year that the committee would review or change the questions again.

Deputy Chair Nomination

- Dr. Fogleman asks if there were volunteers that would like to be nominated for the role of Deputy Chair for the committee.
 - The Deputy Chair will co-chair with Dr. Fogleman.
 - In Dr. Fogleman's absence, the Deputy Chair will lead the committee meetings.
 - Once Dr. Fogleman's rotation is finished and she rotates off the committee (June 2024); the Deputy Chair will become Chair for the committee.
 - Dr. Jackie Bruce volunteered to be Deputy Chair for the committee.
 - Motion to approve Dr. Bruce being Deputy Chair for the committee was made by Chris Hayes, seconded by Julia Janson.

Topics/Future Discussions

The committee discussed topics that they are interested in working on this year such as:

Recommendation Follow-ups

- Does the committee receive a formal response from the Provost's office of any recommendations that the committee has submitted?
 - The Chair and Deputy Chair can collate questions from the committee, send them through the Office for Faculty Excellence to get a response from the Provost Office, once a response has been given, the Chair and Deputy Chair can share those responses with the committee.
- A suggestion was made relating to the suggested questions in the Annual Report to have a forum with students (i.e.- open conversation/discussion via Zoom) to get a summation of their experiences in the classroom (perhaps multiple sessions aimed at different colleges).
- A suggestion was made as it relates to recommendations that the committee put them in priority order as a means of determining what needs to be worked on first; or if there are items that the committee needs to work on simultaneously in smaller subgroups.
 - Once the recommendations are reviewed by the Provost and the committee hears back from the Provost's office with what their thoughts are regarding the recommendations, if there are items that are left that needs to be addressed/resolved, the committee can then prioritize those items along with other action items for this year.
 - Dr. Fogleman and Dr. Bruce will work on creating a form on priority items for the committee to possibly work on this year.

- A suggestion was made for the committee to review the Annual Reports from [2020-2021](#), [2021-2022](#) and [2022-2023](#) to see if progress or approvals have been made by the Provost Office and as a way to see where the committee stands as it relates to prioritizing items/recommendations and informing discussions for this academic year.

Student Mental Health Crisis

- As a committee, what do we do, how do we respond, how does this impact our charge as a committee?
 - How can we use this committee to help students?
 - How can this committee help to improve faculty teaching in the way that faculty interacts with students and supports students mental health?
- It was mentioned that student mental health is extremely important, however, the individuals that serve our students are empty and struggling as well.
- A suggestion was made that the committee focus on how the teaching evaluations are structured and how they are used as they are impacting faculty.
 - Are teaching evaluations effective? Are they hurtful? Do people even use them?
 - Where are the course evaluations sent?
 - In some departments every professor gets their evaluations along with their department heads. For some departments, the evaluations are embedded into the annual report so that there is a record of it from year to year and the reflection portion is included in the annual report.
 - In other departments, both the faculty member and the department head are sent the teaching evaluation. In their departments annual report, the faculty member has to include the numbers and not the comments from the student; however, when a faculty member is going up for promotion, they have to include a specific portion of the report that goes into their promotion packet. Whether or not the comments are included is department specific and each department/colleges are different and vary in the process.

Adjourn

The meeting was adjourned at 11:56 a.m.

Next Meeting:

Monday, September 25, 2023, 11:00 a.m. - 12:00 p.m.