



Evaluation of Teaching Committee
Monday, February 24, 2025
2:00 -3:00 pm via Zoom

Facilitator: Dr. Jackie Bruce (Chair)

Members Present: Jackie Bruce, Neal Parker, Whitney Jones, Melissa Srougi, Timothy Drake, Florence Martin, Kirsten Paige, Diane Chapman, Grae Desmond, Frankie Frink.

Members Absent: Shweta Trivedi, Holly Hulburt, Sanem Soyarslan, Kirsti Cole, Pierre Gremaud, Shubam Rawat, Emilee Boot, Karley Lusby, Nicholas Cooke, Jodie Roberson, Frankie Frink, Carla Delcambre.

Call To Order: The meeting was called to order at 2:03 pm by Dr. Jackie Bruce, It was advised that the meeting would be recorded for use in capturing the Minutes and the recording would not be shared publicly.

Approval of Minutes: The [November 12, 2024](#) meeting minutes were approved. Motion to approve the minutes was made by Dr. Neal Parker and seconded by Dr. Timothy Drake.

1. **Discussions:**

- a. Changing the Name of Class Eval.
 - i. The suggested name was Student Feedback to Improve Instruction.
 - ii. Faculty Senate - wanted to keep the original name of Class Eval.
 1. The committee decided not to discuss the name change of Class Eval.
- b. Changing the window for Class Eval.
 - i. A question was asked by faculty members regarding opening the timeframe of evaluations earlier and keeping the timeframe open later for students.
 1. The definition of the timeframes is by regulation which means that the regulation would have to change along with the recommendation.
 2. It was suggested to include an explanation (of "Why") on the ISA website to clarify the reasoning behind the regulation.
 3. It was suggested that future committees develop an FAQ page addressing common questions from faculty members.
- c. The Subcommittee's met in breakout rooms to discuss the following:
 - i. **Best Practices for Collecting Student Evaluation Data** - Timothy Drake and Florence Martin.
 1. [Best Practices for Student's Evaluation](#)
 - ii. **Best Practices for How to Use Student Evals in RPT** - Neal Parker, Frankie Frink and Kirsten Paige.
 - iii. **Peer Evaluation Forms** - Diane Chapman, Melissa Srougi and Whitney Jones.

2. **Adjournment**

- a. The meeting was adjourned at 2:33 p.m.

Next Meeting: Tuesday, March 25, 2025 at 9 a.m.