

**Instruction Committee Meeting  
October 2, 2019**

Members Present: Sharon Brickman, Andres Colapinto, Jun Liang Lisa H. Rose, Rifat Salam, Nicholas Smith, Kibrewossen Tesfagiorgis

1. The meeting convened in room N 790 at 2:30pm.
2. Approved meeting minutes from the prior meeting on September 4.
3. Approved the *Guidelines for Online Observation* that was prepared by the committee last semester and agreed to disperse them to the chairs of departments to either implement or to provide feedback to the committee.
4. Agreed to expand our charge to include *Recommendation for Observation Criteria for E-Learning Courses*.
5. The following ad-hoc committee members joined the conversations regarding the revamping of Student Evaluation of Teaching: Ilir Disha, James Hoff, Chun-Yi Peng. Discussed the short-term and long-term goals for the committee on this issue.
6. Members present agreed to look at Student Evaluation models at other institutions and collect data from administrators and chairs at the respective institutions regarding the differences between their process and our current practice. Information to be gathered include: how information is valued, how students are incentivized to complete the evaluation, how faculty respond to feedback, how the information is used at the institution as far as promotion and tenure decisions, how faculty and students' impressions have changed since instituting the new practice, etc.
7. Adjournment at 4:00pm

Respectfully Submitted,  
Sharon Brickman, Accounting Department  
Secretary