

**Instruction Committee Meeting
February 5, 2020**

Members Present: Jean Amaral, Sharon Brickman, Andres Colapinto, Jennifer Longley, Michael McGee, Lisa H. Rose, Nicholas Smith, Kibrewossen Tesfagiorgis

1. The meeting convened in room N 790 at 2:08pm.
2. Approved meeting minutes from the prior meeting on December 4, 2019.
3. Discussed two versions (5a and 5b) of the online observation guidelines that will be proposed to the Senate. The second version (5b) was unanimously approved with three amendments:
 - a. In the preamble, add a hyperlink to the contract's required guidelines and state that the contractually required guidelines in our proposal are not exhaustive.
 - b. Change recommendation 7 to: "The Observer's primary responsibility is to provide feedback regarding teaching and learning for a particular lesson, rather than overall course design."
 - c. Edit a typo in contractually required guideline 2.
4. Discussed email letter to department chairs regarding online observation guidelines.
5. Discussed the committee's plans regarding work over revamping Student Evaluations.
 - a. Agreed to develop a draft list of questions to be approved by the Senate during the 4/22/20 meeting to be piloted for the Fall 2020 semester.
 - b. Discussed how to capture student voices for input via a focus group and/or survey to help sharpen the evaluation questions after also getting feedback from the Fall 2020 pilot.
 - c. Discussed the question of how the pilot program will be assessed.
 - d. Discussed that some members of the committee as well as other volunteers could try a "Beta-Test" for the new form of student evaluations by using a draft of questions as a mid-semester evaluation. This can be done in a paper format or via Survey Monkey. Additionally, faculty could lead mini focus groups following the survey for added feedback.
 - e. Discussed the need for faculty across campus to be educated regarding the massive gender and race bias of the current version of the Student Evaluations so that they are more likely to accept the idea of a new format. Discussed requesting 10-15 hour of the next department meetings to be devoted to discussion about the problems with the survey as it stands currently. Jean Amaral agreed to compile a one page list of resources to be distributed for this purpose.
 - f. Discussed the need to involve members of the Office of Institutional Effectiveness and Analytics in terms of feasibility of our proposal for a timeline

as well as feasibility for only some course sections to be offered the new Student Evaluation format as a pilot.

6. Based on the above points discussed, prepared a timeline of events as follows:

2/XX/20- some members of the committee will meet to tweak questions for the “Beta Test” as referred to in item 5d above.

2/26/20 Academic Senate Meeting: Give a “heads-up” to members of the Senate that we are working vigorously on this charge, that there will be an education regarding bias at their coming department meeting and that we will present draft questions for approval by the Senate for a pilot program at the following Senate meeting.

Additionally, present and receive approval for the e-learning peer observation guidelines, as discussed in item 3 above.

3/4/20 Instruction Committee Meeting: Committee will debrief on the “Beta Test” questions and finalize so that it can be administered at mid-semester.

3/11/20 Department Meetings: Members of the committee as well as other volunteers from departments not represented in the committee, will lead a conversation regarding the gender/race bias in student evaluations as the currently stand. One-pager of resources will be distributed.

3/25/20 Academic Senate Meeting: Debrief regarding the education faculty received during department meetings regarding the bias of the current model of student evaluation.

4/1/20 Instruction Committee Meeting: Vote on proposal that will be presented for approval at the next Academic Senate Meeting.

4/22/20 Academic Senate Meeting: Vote on approving the pilot Student Evaluation of Teaching model for use during the Fall 2020 semester.

7. Adjournment at 4:00pm

Respectfully Submitted,
Sharon Brickman, Accounting Department
Secretary