

**Instruction Committee Meeting  
September 30, 2020**

Present: Jean Amaral, Andres Colapinto; Miguel Castro Nunes Fiolhais, Lisa A. Grace, Maureen H. Keenan, Michael J. McGee, Lisa H. Rose, Scott Tulloch

Chairperson Andres Colapinto brought the meeting to order, and minutes of September 2 meeting were approved.

Prof. Colapinto reported on a meeting with Dean Shults about the Student Experience Survey/Student Evaluation of Teaching in which Dean Shults said that Smart Evals would no longer be used. They are considering Qualtrics software for this process in the future.

Discussion continued regarding the committee's work on an alternative method for faculty development and assessment. While a student experience survey has been drafted by the committee, and has been beta tested by a couple of faculty members, the committee is hopeful that others will try it and offer feedback to refine it. Given the continued challenges of teaching and learning in an online environment, the committee developed a resolution that student evaluation of instructors not be done this semester, except if faculty want to field test the new instrument for their own information (below).

Subsequent discussion of the guidelines for peer observation of online instruction reflected the fact that many faculty are teaching synchronous courses. The guidelines from the union and the Instruction Committee that the Academic Senate approved last spring were about asynchronous instruction. The committee identified the need for guidelines that apply to peer observation of synchronous online instruction, and that it is not the same as observing a face to face class.

Another resolution was drafted to recommend that peer observation for this semester be done in a spirit of support for faculty development, and not used for tenure, promotion, or reappointment (below).

The committee will work on guidelines for peer observation of synchronous online courses. We hope to encourage department chairpersons to support faculty with opportunities for training, and identifying resources that will enhance their ability to be effective in synchronous online instruction.

The meeting was adjourned at 3:55.

Respectfully submitted,  
Michael McGee