Faculty Senate Minutes  
Monday, November 28, 2005

In attendance: Barry Parker, Bob Namvar, Carol Minton, Constance Milton, Jeff Cate, Jennifer Newton, James Heyman, Mary Buck, Nathan Lewis, Nicole MacDonald, Rachel Timmons, Richard Mobley, Susan Studer,

I. Meeting was opened with prayer.

II. Minutes for November 14, were approved.

III. Dr. Parker informed Richard Mobley that the status of issues such as the faculty parking request, emergency plan and others proposed by the University Senate for action is pending for executive council review and approval on December 8, 2005.

IV. Per Senate request, Phil Martinez will share his information with the members of the Faculty Senate in one of the near future Senate meetings regarding the following topics:

- How did the course evaluation begin at CBU?
- The evaluation process at CBU
- Have we done any validity tests on evaluation process?

V. Richard Mobley reported that in the last Provost Council meeting, he recommended that the Deans use available space on the evaluation form and add specific inputs customized for their school.

VI. After a long discussion pertaining to the details of the evaluation process, several suggestions were made:

- A time limit given to students to do the evaluation
- Not to do the evaluation as the last thing in the course before the break
- No talking during evaluation
- Suggestion that the evaluation be given in the midst of a class session (rather than at the end); the professor leave the room and come back after the time limit has elapsed
- Have two students to proctor the evaluation
- After evaluation is done, make sure it is sealed, signed properly, and delivered immediately to the appropriate office

No formal motion was made concerning the implementation of these suggestions.

VII. Senate Adjourned at 4:10 PM
VIII. Next meeting is scheduled for January 23, 2006.

Respectfully submitted by Bob Namvar, Faculty Secretary/ Treasurer