
1. Phil Martinez opened the meeting with prayer.

2. Notes from the February 18, 2000 meeting were reviewed. No changes were necessary.

3. A draft of a revised Student Evaluation of Instruction was reviewed. This revision incorporated some of Dr. Howard’s recommendations as well as the committee’s recommendation to shorten the instrument. In this meeting the committee agreed that the process should be revised so that not every class is surveyed every term. It was felt that the instrument actually becomes less valid since students will be bored with having to do it so often. It was also mentioned that we might consider designing a unique instrument for labs, music ensembles, and other courses that are not well served by this instrument.

Other ideas include the following: (1) the possibility of evaluating within a set of like general education courses; (2) weighting the scores based on the number of students in a class; (3) evaluating evening college with a different instrument; and (4) adding the mean and standard deviation values for each question as well as for the comparative department and division data.

Although a few of these specific and simple improvements have already been made on the forms being used for Spring 2000 evaluations, the current goal is to finalize some of these particulars for incorporation into the evaluation process beginning in Fall 2000.

4. A never-instituted “Assessment for Untenured Faculty” committee definition was reviewed and briefly discussed. All members were asked to take the concept back to their Departments and Divisions and discuss them. Members in attendance agreed to do so and report to this committee.

5. The edited Faculty Survey was presented and all in attendance were asked to review the instrument and report back to Dr. Fagan or Phil Martinez with any suggested changes as soon as possible. The instrument will be administered to faculty in the middle of April.
6. Phil Martinez reminded all about the need to be completing the Nichols Model packets prior to leaving for the summer. All in attendance agreed to remind their Divisions and Departments.

7. It is hoped that the next Assessment Newsletter will be completed and distributed in April. All were asked to provide input.

8. For members that missed the meeting, the agenda and packet of papers handed out for the meeting will be attached to these notes.

9. This is likely to be the last Assessment Committee of this Academic Year. However, all are encouraged to communicate with Dr. Fagan or Phil Martinez with any issues or concerns that can be developed of planned for over the summer.

Committee Members: