



MINUTES FOR THE SENATE INSTRUCTIONAL EVALUATION COMMITTEE

Date and Time: 10/27/2020; 11AM

Location: Zoom Conference Call

Presiding: Carlos Guevara

Present: Silvia Ryes, Viana Neto Marcelo, Ann Genzale, Alexandra Milsom, Allison Franzese, Carlos Guevara, Maria Subert, Abdulrahman Abubakar (STU);

Absent: Asrat Amnie, Michael Cisco, Manuel Livingston, Charles Dour (STU).

Minutes Prepared By: Maria Subert

TOPIC	DISCUSSION	DECISION / ACTION
Call to Order 11:03AM	After the quorum has been established, Tram Nguyen called the meeting to order in the absence of the outgoing chair Sherese Mitchell.	
TOPIC	DISCUSSION	DECISION / ACTION
Acceptance of Agenda		Members accept the meeting agenda
TOPIC	DISCUSSION	DECISION / ACTION
Tram Nguyen facilitator's remarks	Members will elect the new chair and the secretary.	
TOPIC	DISCUSSION	DECISION / ACTION
Voting for new chair	Voting results: Members voted in favor of Carlos Guevara for new chair 8 votes yes	The new chair is Carlos Guevara

TOPIC	DISCUSSION	DECISION / ACTION
Voting for secretary	Voting results: Members voted in favor of Maria Subert for secretary 8 votes yes	The secretary is Maria Subert
TOPIC	DISCUSSION	DECISION / ACTION
Chair's remarks	Carlos Guevara explains the committee's mission, goals, and previous activities to the new members.	
TOPIC	DISCUSSION	DECISION / ACTION
Setting schedule	Members agree in one more meeting for this semester in the first week of December.	New chair will send out a Doodle survey to determine the next meeting.
TOPIC	DISCUSSION	DECISION / ACTION
Setting the rules		The committee will follow Robert's Rules of Order
TOPIC	DISCUSSION	DECISION / ACTION
Sharing previous members' research	Carlos Guevara discussed the topic of the previous research.	We will ask Professor Jacqueline Disanto for the article published by previous committee members and will share with everybody before the next meeting.
TOPIC	DISCUSSION	DECISION / ACTION
Adjournment	Meeting adjourned at 11:35AM	