**Instructional Evaluation Senate Committee Minutes**

Date: May 10, 2019 Time: 9:45 AM -10:30 AM

Room: C490

**PRESENT:** Prof. Sherese Mitchell, Prof. Allison Franzese, Prof. Jacqueline DiSanto,

Prof. Juno Morrow, Mr. Carlos Guevara, Prof. Asrat Amnie,

and Prof. Maria Subert

**ABSENT:** Ms. Silvia Reyes (excused), Sarata Hydara and Fatoumata Camara

1. **CALL TO ORDER AND VERIFICATION OF QUORUM 10:15 AM**  
   A Quorum was established. The meeting was called to order at 9:45 AM by the Chairperson (Prof. Sherese Mitchell).
2. **CONFIRMING FUTURE MEETING DATES**

Friday September 6, 9:30 a.m. until NOON

1. **UPGRADES ON PROGRESS ON TASK—TEAM SHARE OUT**

* **Question#1: What is the plan for data analysis for our research?**

**Discussion:** We will formulate a data analysis plan on the first meeting.

* **Question#2: What are the member’s roles in data analysis?**

**Discussion:** We will agree in roles on the first meeting.

* **Question#3: When should we send out the surveys?**

**Discussion:** Between 9/15 and 10/15

* **Question#4: How will we administer the survey?**

**Discussion:** We will send out blanket e-mails too online and traditional students, and to the faculty. Additionally, we will contact the student government to reach out to students, and we will contact the department chairs in person.

* **Question#5: When should we organize the focus groups?**

**Discussion:** Between Oct 18 and 31.

* **Question#6: When should we analyze the data?**

**Discussion:** Between Nov 15 and 27.

* **Question#7:** How do we keep the academic leadership anonymous?

**Discussion:** They will be involved only in focus groups where we use numbers (such as subject 1, subject 2 etc.) instead of real names.

* **Question#8:** What should we report to the Senate on the College-wide Senate meeting?

**Discussion:** We finished a pilot study, and we have an IRB approved research study with the title: “An Analysis of Value and Perception of Student Evaluations at a Community College.”

1. **FUTURE STEPS**

Members will continue to search for articles.

We will reach out to Kingsborough Community College who made a similar research.

1. **APPROVAL OF THE MINUTES OF March 8th, April 5th, and May 10th MEETING**

Approved as presented.

**Adjournment (10:30 AM)**