**Instructional Evaluation Senate Committee Agenda**

**September 6, 2019**

**C490**

1. formulate a data analysis plan and agree on roles in the plan
2. Review and Confirm/Adjust Time Line:

* **Surveys will be sent out between** 9/15 and 10/15
  + 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.
* **Focus groups** between Oct 18 and 31.
  + Academic leadershipwill be involved only in focus groups where we use numbers (such as subject 1, subject 2 etc.) instead of real names.
* **Data will be analyzed** between Nov 15 and 27.

1. Kingsborough Community College similar research
2. Search for articles