CEPP MINUTES

03/02/20

In Attendance: Steve Ives, Riley Filister, Rachael Borthwick, and Pat Hilleren, Peter von Allmen, Feryaz Ocakli, Jina Mao (scribe)

Meeting commenced at 10:17am

1. MINUTES

Approved as submitted.

1. Updates

The committee reviewed revised syllabi language regarding religious policy from the Curriculum Committee. Question was raised about the use of “religious holy days” in the document. The concern was that such language may place restrictions on what could be counted as “holy days”. Steve will check with the Curriculum Committee on this.

1. Recommendations for Deans Cards/Student Ratings Instrument
	1. Instructions for students (incl. in directions packet)

CEPP agrees about the need to add anti-bias instructions in the dean’s cards and has developed the language that is needed. CEPP had discussion about where to place the instructions and how to use it. The tentative idea is to print it on a half-sheet of color paper and attach it to the instructions for instructors. We also thought it would be best to have a student read out load the anti-bias instructions in the beginning. Question was raised about the possibility of the instructions being ignored after a while. The ideas of adding a check box and asking the student to sign the form after he/she reads it out loud were proposed.

Department long form: More detailed instructions for the department long forms was proposed in last meeting. The committee discussed the possibility of these instructions biasing student responses, and decided to use the material in training activities instead.

* 1. Update terminology in faculty handbook/change language (motion)

Steve to propose a motion to change the language in the faculty handbook (e.g. from “student evaluations” to “student ratings and feedback”)

* 1. “training” for students/faculty
		1. Students –FYE director coming 3.17

FYE director Amon will join CEPP meeting on 3/17 to discuss the possibility of training students on how to fill out student ratings and feedback forms as part of FYE.

* + 1. Faculty – orientation? NFLC? ATC/PC training (resolution)

There were discussions about CEPP’s role in proposing resolutions regarding student ratings and feedback, especially those affecting ATC and PC.

CEPP will work on compiling a set of recommendations regarding student ratings and feedback and send to FEC.

1. Brief review of Letter to faculty RE: language study requirement

Did not have time to get to this agenda item.

Meeting Adjourned 11:17am