CEPP Meeting Minutes

03.23.2020

Zoom Conference 10:15-11:15

Attendees: Cerri Banks, Jina Mao, Pat Hilleren, Andrew Bozio, Peter von Allmen, Riley Filister, Rachel Borthwick, Steve Ives

Agenda Items:

1. The minutes (03.16.20) were approved as submitted.
2. The potential script for the educational/training video for FYE regarding student feedback for faculty was briefly reviewed with some minor points/edits. There was discussion of who might produce the video, perhaps communication and marketing with a student or group of students who will act in it or read the script. Ives suggested bringing the director of the CLTL into the conversation and after consensus in agreement he will reach out to the director (K. Ford). Ives recommended everyone read the script draft from a content perspective and minor edits, but really thinking of what we would like to see in it and then refine, break up into smaller more digestible chunks. Timeline, perhaps summer.
3. Recommendations for Deans Cards/Student Ratings Instrument
	1. Instructions for students will be included in existing IR directions Ives will follow up w/IR on this item.
	2. The FIG was raised and Ives agreed to follow up with D. Cohen on this.
	3. The FDA (P. von Allmen) brought to the attention of the committee potential plans to assess the institutional response to the current situation to see what lessons we may have learned that could be of value in case of other future situations that may require alternative planning.
	4. Ives gave a presentation to the committee reiterating the progress of the committee to date on the student ratings form and potential framework to move forward. There was discussion of these items and the possible categorization.

The email to faculty regarding the language study requirement was brought up and slated to discuss next meeting.