CEPP Minutes 3.1.19

Scribe: Feryaz Ocakli

Attendees:

Feryaz Ocakli

Riley Filister

Pat Hilleren

Marta Brunner

Michael Orr

Stephen Ives

1. Approved minutes from 2.22.19
2. Examined the CEPP operating code.
	1. We discovered there were some discrepancies between the CEPP operating code and the Faculty Handbook. The operating code has not been updated recently, and lags behind the changes in the Faculty Handbook. We decided to update the CEPP operating code to make it conform to the Faculty Handbook. An updated version of the operating code will be circulated within CEPP. Then, we will share it with the broader Skidmore community.
	2. We discussed if CEPP has a responsibility to assess college-wide educational activities each academic year. This is not in our operating code. However, nothing in the operating code or the Faculty Handbook prevents CEPP from undertaking such an assessment should there be need.
3. Discussed the qSET internal review process.
	1. Discussed Ginger Clark’s visit next Thursday. Two committee members will meet her at dinner, and others throughout the day. We discussed potential issues we could raise with her that would allow us to take full advantage of her expertise. The committee is currently working on summarizing the main findings of the internal review of the qSET forms. A brief report should be ready by the time of her visit, which we could share with Dr. Clark.
	2. We discussed the survey that a CEPP member is preparing of faculty perceptions of qSET forms. We will further discuss and approve the survey in our next meeting. Then, we will send it out to the faculty list. We discussed the survey preparation, distribution, and analysis timeline.
		1. CEPP members will share their comments on the survey over email throughout next week. The CEPP meeting on March 8 is cancelled. The survey will be live March 18-22. The analysis will take place March 23-29. The report will be sent out to the faculty on April 1, in preparation for the faculty meeting on April 5.
4. We concluded the meeting at 2 pm.