CEPP Meeting

September 18th, 2019  
Minutes

In Attendance: Andrew Bozio, Peter Von Allmen, Feryaz Ocakli, Jina Mao (scribe), Steve Ives, Riley Filister, Michael Orr

Meeting Began at 2:30 pm.

1. No updates to agenda
2. Updates to committee from the chair
   1. ACOP approved the St. Lawrence University Kenya study abroad semester program.
   2. Steve Ives (Chair) met with communication and marketing on 9.13.19 re: CEPP website(s)

The committee discussed the layout of the new General Education Curriculum webpage. The webpage can be accessed from the ACADEMICS tab or from CEPP homepage. Here are some of the suggestions that were raised:

* Change label “New criteria for faculty” to “Course approval criteria for faculty”
* Remove the links to pdf files from the navigation panel
* A new “resources for faculty” page

Steve Ives (Chair) will talk with communication and marketing further about the design of the webpage.

Also need to involve David DeConno in the discussion of

* Landing page for students under NEW or OLD curriculum
* Resources for advising

1. Discussed and approved minutes (09.11.19)
2. Continue work on student evaluations (report can be found [here](https://www.skidmore.edu/ir/course-evaluations/index.php) and faculty survey [here](https://www.skidmore.edu/cepp/documents/Faculty-qSET-survey-vertical-bars.pdf))

The committee spent most of the meeting time discussing the student evaluation form and the faculty survey. Here are some of the topics that came up:

* How to help faculty better understand the results of the student evaluation form. Suggestion of holding a session on basic statistics for faculty who want to learn was brought up.
* Question of how to improve the design of the student evaluation form. Discussed the potential value of redesigning the form. For example, adding questions to make the biases more explicit or raise students’ awareness of their own biases?
* There is general consensus that student opinion is highly valued but need to be leveled and bolstered. Need to find better ways to administer the form. For example, training students on how to give feedback; Ask faculty to read the instructions before leaving the room; Improve the instructions to minimize biases;
* Achieving a more holistic approach to teaching evaluation was also discussed. Suggestion of making the teaching statement required in the tenure package was raised.
* Under a more holistic approach, what does peer evaluation look like? What are the minimum standards? The idea of expanding peer evaluation from observation of classroom to evaluation of feedback to students, syllabus, etc. was raised.
* Need to administer the evaluation form in a better way that minimizes biases. We also need to understand what the form is capable and not capable of assessing and how it is part of the holistic approach to teaching evaluation.

Action items that came out of the discussion:

* Hold a Committee of the Whole (with ATC and PC) to gather faculty input at faculty meeting.
* Hold smaller forums if needed (e.g. hold a forum for untenured faculty)
* What’s the outcome of these efforts? Changes to faculty handbook, ATC and PC operating code, and department chair and program directors procedures.
* After gather inputs, form a working group with CEPP, ATC, PC members to follow through on the recommendations.

1. We are still waiting for updates regarding religious holidays from Parker Diggory. We will work on revising our policies on academic calendars and religious holiday observance.

Meeting ended at 3:35 pm.

Respectfully Submitted

Jina Mao