CEPP Meeting Minutes

November 13th, 2019

Attendees: Andrew Bozio, Pat Hilleren, Steve Ives, Jina Mao, Feryaz Ocakli, Michael Orr, Riley Filister

Scribe: Jina

Meeting began at 2:30 pm

1. Discussed and approved minutes from 11.6.19
	1. Discussed informing faculty about the change in religious holiday policy. Michael will make announcement in next faculty meeting.
2. Updates
	1. Working group on the language study requirement will meet with CEPP next meeting to discuss their proposal around ESL students taking English classes to fulfill their language requirement.
	2. IdeaLab proposal from Beau about exempting IdeaLab courses from student evaluations. Student representative Riley raised an important concern about students not having voice and no place to report concerns (e.g. safety violations, policy violation, inclusiveness issues). Since the feedback forms from students will only be viewed by instructors, and students may not feel empowered to report concerns to the director of IdeaLab or the Dean’s office, students may feel that there is no viable way to voice valid concerns. CEPP chair will talk with Beau about the concern and think of possible solutions. Otherwise, the committee is inclined to endorse the proposal.
3. Status of Academic Calendar changes – Cerri will provide update in next CEPP meeting
4. Recommendations for Deans Cards/Student Ratings Instrument
	1. Update terminology in faculty handbook/change wording? The committee discussed changing the terminology of “evaluation form” to “student rating” in the faculty handbook.
	2. Training for students. There is consensus that students need to be trained on how to fill out student rating forms. The committee discussed FYE courses as potential site for such training to happen. Steve will talk to director of FYE.
	3. Instruction on the form. The committee also discussed providing more detailed instructions on the forms to help eliminate bias.

Updating the form needs to be considered along with other means of evaluation (e.g. peer evaluation). Steve clarified that CEPP will not wait for FIG’s recommendation but will take a staged approach in coming up with a first set of recommendations upon FEC’s request. Will continue the conversation next week.

Meeting adjourned @ 3:32