CEPP Meeting Minutes

01.27.2020

Library Conference Room #417

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

Meeting started at 10:15am

1. Discussed and approved minutes from meeting on December 11, 2019.
2. Academic calendar
	1. The need to establish and approve 2021-2022 academic calendar is more pressing now because the President’s Cabinet wants to schedule two-week winter breaks for Skidmore employees for 2020, 2021, and 2022. (See President Glotzbach’s announcement below.) The committee discussed and decided to work on approving the 2021-2022 academic calendar first. CEPP chair will get in touch with David DeConno to get it started.

From President Glotzbach’s email:

On a different front, the members of the President’s Cabinet understand how meaningful the two-week winter break has become to Skidmore employees, and I am pleased to announce that we will schedule similar two-week breaks at the end of the 2020, 2021, and 2022 calendar years. More detailed information will be available on the Human Resources webpage.

* 1. The committee spent most of the meeting time revising the Religious Holiday observance form, partly in response to feedback from CIGU. The committee also decided to merge the policy document with the student form to create a single document. CEPP chair will finish merging the two documents and send it to IPPC for review. Once approved, the same language will also go into student handbook and Skidmore website.
1. Recommendations for Deans Cards/Student Ratings Instrument
2. The committee discussed changing the instructions in the college teaching evaluation form to include purposes of the form, more detailed instructions for students, and anti-bias statements. The committee will work on drafting the instructions.
3. The committee also discussed training students on how to fill out teaching evaluation forms. It was suggested that the FYE program would be an ideal place for that to happen. The training should also be coordinated at the program level to ensure consistency. CEPP chair will get in touch with FYE director to discuss.

Meeting adjourned at 11:15am