CEPP Meeting Notes

November 10, 2025 @10:10-11:10am
Library 213
Present: Amy Frappier (Chair), Lila Glanville (SGA), Heather Hurst (Faculty), Natalie Koegler (SGA), Ryan Overbey (Faculty), Robert ParkeHarrison (Faculty), Javier Perez-Moreno (Faculty), Kelly Sheppard (Assessment), Natalie Taylor (Interim DOF/VPAA), Jamin Totino

Absent: Adrian Bautista (DOS/VPSA)

Scribe: Heather Hurst

1. Minutes from meetings on October 27 and November 03, 2025, were approved.
2. MSCHE preliminary External Review Chair's visit
    a. Kelly Sheppard circulated summary of the MSCHE Evaluation Team Chair Visit (Dr. Bookwala, Provost at Gettysburg) last week, characterizing it as a positive experience with some areas of feedback. Kelly is incorporating the feedback over the coming month, then the Self-Study will be sent to OCM in December. The final draft and all the evidence will be sent to MSCHE by February 1, six weeks ahead of the March 29-April 1 full team visit.
3. CEPP Chair summarized IPPC discussion of AI
    a. CEPP will be called upon regarding policy needs at the intersection of AI and our curriculum. At present, the specific need has not been defined.
    b. CEPP will consult with multiple groups working and thinking about AI
    c. SGA representatives noted that Academic Council will be sending out a survey to students regarding use of AI; where survey originated was unclear; results will likely be shared as whitepaper.
4. Development of online qSET and consideration of related long-form questions
    a. Sub-group of Heather Hurst and Javier Perez-Moreno shared an outline of upcoming steps for information gathering and discussion (next page).
    b. CEPP members discussed these steps and delegated upcoming tasks
    c. With regards to move of qSET to online, which does not require a formal vote as technical change, CEPP agreed to raise a motion at the December Faculty Meeting to take a vote on the sense of the faculty regarding the movement to online. Ryan Overbey clarified process; draft to be circulated by the Chair for editing/approval next week. CEPP hopes for faculty approval.

Tabled business:
Freedom of speech and expression
Initial discussion of AI planning and policy

Task List - Move to online qSET and development of related long-form questions.
Prepared H. Hurst & J. Perez-Moreno 11/7/25. Discussed 11/10/2025

Goals: Prepare for moving qSET evaluative instrument online. To develop proposed long-form questions in collaboration with the Working Group (WGIATL). Maintain clear transparency in our agenda and establish a timeline for semester goals. Seek collaborative input from faculty.

For the move to online course evaluations, there has been consensus around having two meetings:

1. **A Faculty/Staff Forum: Moving qSET online**. Tentative date Jan 23, 3:30pm. At this meeting background information will be shared, but the primary goal is to field all questions regarding the move to online evaluations. As these questions might be technical, procedural, and even ethical in nature, we ask that the following members be invited to participate as <u>Forum leaders</u> (members from all are encouraged to attend):
   a. CEPP – Chair (Frappier), Sub-committee (Hurst, Perez-Moreno)
   b. CEPP – previous Chair (Junkerman) (for institutional memory)
   c. IR – Director (Stankovich) and Coodinator (Nelson)
   d. WGIATL – Chair (Frederick) and _____
   e. DOF representation – Taylor or Cohen
   f. ATC – representative
   g. PC – representative
   h. Union Steward – Will Kennerley or representative

Immediate Tasks:
   o to invite these leaders and confirm date Jan 23, 3:30pm ← Chair, by 11/17;
   o reserve room (once date/time confirmed) ← Hurst;
   o invite forum leaders (or rep) to a preparatory meeting, joining CEPP on 12/1 at 10:10am for shared summaries and planning ← Chair, by 11/17;
   o announce Faculty/Staff Forum ← Taylor

Post meeting tasks:
   o collate questions and circulate to CEPP ← Overbey
   o discuss & answer ← CEPP Jan 26th meeting
   o share these and answers out to the faculty/staff ← CEPP Chair by 1/30/26

2. **Committee of the Whole: Course Evaluations - Qualitative Question Development**. Tentative COW date Feb 6 (faculty meeting). At this meeting, a brief context for the long-form questions will be provided, and elements of "what makes for a good question" will be presented. Faculty will be asked to create 3 'good' questions for summative assessment of teaching. This COW will be led by CEPP sub-committee members (Hurst, Perez-Moreno) and WGIATL members (Frederick, Sperry). For this meeting, we need to do the following:
   a. Formally request time for COW at Feb 6 meeting ← Chair emails FEC
   b. Prepare slides for context (CEPP) and "pro/cons of a good question" (WGIATL) ← have draft Dec 1
   c. Announce Feb COW prior at Dec Faculty Meeting, ← Chair emails FEC and provide access to relevant resources Chair emails ← after b (above)
   d. Set time limit for COW – 20 min. (6 min per question)
   e. Set up online forum for collecting table responses ← Hurst emails A. Kendall, also ask FEC

f. Set timeline for resulting work – what happens next? Who is doing it? (And have we been transparent prior to COW about these next steps?) ← Frederick

In addition to these public meetings, there are multiple related issues that must be addressed by CEPP:

Pilot
1. Clarification of IR request to pilot vendor option for the online evaluations (qSET only)
2. Identification of how pilot would proceed and when (selection of courses / instructors)
    o   Joe Stankovich asked for ~50 courses; believe is a no-cost trial
    o   Discuss this 11/17; Taylor following up with IR
    o   Questions raised: is there enough runway for spring pilot, would summer courses be more appropriate (evals administered online and not used in faculty's file evaluation)

Administration of qSET online
3. Identify the chain of "touches" and where new / different procedures must be taken for online vs. in person – primarily from faculty perspective (e.g., the "preamble" statement that is currently read on the envelope, the prompt process, the ability to ID student if needed); make plan for addressing these issues ← ParkeHarrison; Glanville & Koegler will consider student perspective (e.g. notification options, video instructions)
    o   Need to have this in place for the pilot
    o   Parallel chain to consider for IR / Registrar end of the process

Where this intersects with policy
4. Review of Faculty Handbook to identify any areas that must be addressed in the future when content changes are made to the evaluation instruments, as well as any potential areas impacted by the move to online qSETs (and share these with appropriate committees) ← Taylor, Cohen, Overbey
5. Process for seeking faculty approval of long-form questions developed through this collaboration ← Taylor, Cohen, Overbey
6. Process and timeline for adding any/all approved long-form questions to the online evaluation ← Taylor, Cohen, Overbey