

CEPP Meeting Minutes

09.16.2020

Zoom Conference 4-5 pm.

Scribe: Leigh Wilton

Attendees: Cerri Banks, Andrew Bozio, Sean Heaney, Jina Mao, Feryaz Ocakli, Michael Orr, Sophia Paulino Adames, Peter von Allmen, Leigh Wilton.

The meeting began at 4pm.

- 1) Discuss the academic calendar for Spring 2021.
 - Micael Orr reported feedback from faculty/staff constituents: the majority sentiment is that suspending Spring Break is a good idea, and that we should start one week later; however, there were some suggestions that we start at the scheduled time or earlier, or later in February.
 - Issues to consider with respect to the calendar: changing the in person graduation date at SPAC would be difficult (assuming we can have an in person graduation); we must think about faculty contract times, summer class session times, student internships/jobs, etc. Dave DeConno (Registrar) had expressed concerns about starting much later (makes graduation preparation more difficult).
 - General sentiment to start a week later, cancel spring break; discussion then focused on break days (when/how many).
 - A major concern is how to dis-incentivize students from traveling off campus, for health and safety reasons.
 - The committee discussed three possible schedules, prepared by Dave DeConno: A) Monday start/Monday break day, B) Tuesday start/Tuesday break day, C) Monday start/Two (Monday & Tuesday) break days.
 - Discussed having one or two days off.
 - Should we have back-to-back (potentially inviting travel) or spread out days off?
 - Should we make the days off a surprise (students/faculty/staff – no one knows when it's coming)
 - How will surprise day affect labs? Courses with major projects/guest speakers, etc.
 - Part of the purpose is fun, relaxation
 - **The final accepted recommendation: Adopt a calendar that starts on a Tuesday (Feb. 2), takes one Tuesday off (March 16), and ends on Tuesday (May 4th)**

The September 9th meeting minutes were approved.

- 2) Discuss forming a CEPP subcommittee to start working on Spring 2021 Student Ratings and Feedback.
 - Feryaz Ocakli: The subcommittee would bring to CEPP a recommendation about what to do with the Spring 2021 Student Ratings & Feedback. The subcommittee would be composed of one or two CEPP members, four faculty members chosen by FEC who are not currently serving on CEPP, and one student member chosen by SGA. The

subcommittee would engage the larger community, and its outreach work could potentially result in recommendations that are seen as more legitimate.

- This would address potential changes to the qSET (Deans Card) only.
 - Question was raised if subcommittee could also revise the long form evaluations. Could/should we ask departments to do something uniform with the long forms, as opposed to tweaking the qSET?
 - Would it be possible to add open ended questions to the Deans Cards? Not if they are administered in person, but potentially if we keep the online collections (though strong sentiment we should move back to in person due to response rates).
 - Reminder noted that the qSET has bias.
 - There is diversity of opinion in faculty. Might take a long time for faculty to reach consensus.
 - Could we add open ended questions to the Dean Cards? But this would ask students to write open ended responses in two places.
 - This is a large question, we cannot decide in a single meeting; table discussion for now, to make sure we address specific questions re: administering Fall 2020 Dean's Cards (below).
- 3) Discuss technical details of administering the Dean's Cards online in Fall 2020.
- CEPP statement about bias – will be reviewed next week.
 - Student pre-notification emails about evals? Will include instructions.
 - i. Do we want bias statement here? → NO, keep it simple & clean.
 - Send faculty response rate notifications?
 - i. If it is below a certain %? → No, just send faculty reminders to tell students to complete survey.
 - How many reminders should students receive?
 - i. One reminder email with links.
 - ii. One reminder email without links, but with the addition of a reminder to complete the long forms.
 - Discussed timeline for student feedback distribution/reminders.
 - i. Should 2nd reminder to students come on the same day as email to faculty? Yes.
 - ii. Closing day will be Sunday after last day of classes.

Undiscussed agenda items:

- 4) Discuss writing two CEPP statements: one that would be permanently attached to the Fall 2020 Student Ratings reports to provide context for future readers, and the other that would be included on the Dean's Card aimed at reminding students about the COVID-19 conditions in Fall 2020 as they fill out the survey.
- 5) Discuss three longer term projects (what we can look forward to):
 - Bridge experience courses
 - English as a Second Language
 - Decolonizing our syllabi

Meeting ended at 5:01.