

Student Course Evaluation Committee  
Meeting Minutes  
October 15, 2018

The Student Course Evaluation Committee met at 9:03 am on Monday, October 15, 2018 in Wingo Hall 214. Dr. Jonathan Glenn; chair, and the following members were present: Ramon Escamillia, Betty Hubbard, Stephen Feldman, Na Mi Bang, and Calian Marian were present. Jeff Hill and Donna Bowman were not present. Alyson McEntire; Coordinator of Assessment and Academic Support was also present.

Order of Business:

1. J. Glenn announced he will be leading most of the duties as Interim Director of Assessment until the role of this position has been filled.
2. J. Glenn let the committee know that no one will be rolling off the committee for 2020. S. Feldman has volunteered to remain on the committee through 2020. D. Bowman has also agreed to serve through 2020.
3. J. Glenn asked the committee if anyone would be opposed to electronic approval of minutes going forward. Since we will meet once a month we figured this would be easier for the committee to vote via email rather than waiting a month to vote during committee meeting. However, if need be, we will meet to approve minutes if there needs to be discussion.
4. The committee charge states we will meet monthly. Committee members have been asked to send A. McEntire three days and times, along with an alternate meeting location that will work best for his or her schedule.
5. J. Glenn has been and will continue to have conversations with individuals in regards to establishing a framework in making progress this semester.
6. J. Glenn and A. McEntire will be participating in training(s) to become certified users in our course evaluation software, eXplorance. J. Glenn will be participating in the self-paced training and A. McEntire will be participating in the instructor-led training sessions next week. These trainings will help to alleviate system administrator errors.
7. J. Glenn will reach out to the Faculty Senate sub-committee to see what they have in mind and or what has been done in regards to the idea of revamping the question set.

The meeting adjourned at 9:43 a.m.