



MEETING MINUTES SEPT. 3, 2021

10-11:30 a.m. via Zoom

Meeting called to order: 10:05 a.m.

In attendance: Marynia Giren-Navarro (Chair), Wade Hampton, Scott Huber, Casey Machen, Linda McGillicuddy, Kofi Poku, Cecilia Vigil, Karen Wikander

Absent: Andy Hughes, Cheryl Woehr

Guests: Amber Anaya

Approve Minutes from May 7, 2021

Cecilia Vigil moved and Wade Hampton seconded to approve the April 9, 2021 minutes. The committee approved the minutes.

Special Hearing Committee AY 21/22

Wade Hampton moved and Linda McGillicuddy seconded to approve the Special Hearing Committee pool for AY 21/22. The committee approved the motion.

Revisions to the In-Person Observation Form

The committee had a recap on the three forms and the issues that have bubbled up: overreach with the extra wording such as excessive examples, subjectivity, lack of consistency across the three forms (online, web-live, and in-person), needing to find a balance between too simple and too much, and better directions so the evaluator does not think every single item needs to be met.

It was suggested to make all 3 forms appear similar to the online form, have fewer examples, and add information to the overview on the form. The committee will collect feedback on these forms from department chairs and coordinators with some pointed questions to help guide the feedback. Chair Marynia asked the committee to come to the next meeting with some questions to ask when the committee solicits feedback about the forms. A guidance document was also suggested for less-experienced users.

Some suggested questions are:

Do the forms do what they are intended to do?

Do they need more information?

Do you want examples?

What should be included in the overview?

New Business

Review the annual plan and look at satisfactory area / more items component. Are the items in satisfactory appropriate?

Next Meeting: October 8, 2021

Meeting adjourned: 11:02 a.m.