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# MEETING MINUTES OCT. 23, 2020

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10-11:30 a.m. via Zoom

**Meeting called to order:** 10:01 a.m.

**In attendance:** Sameer Bhattarai, Dave Boden, Wes Evans, Wade Hampton, Scott Huber, Casey Machen, Linda McGillicuddy, Haley Orthel-Clark, Kofi Poku, Melanie Purdy (Chair)

**Absent:** Dave Boden, Andy Hughes, Joe Sanpietro, Cecilia Vigil, Rori Wilkis, Cheryl Woehr

**Guests:** Amber Anaya

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## Approve Minutes from September 25, 2020

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The addition of the word "on" was added to the minutes in the sentence ...students have their cameras turned on."

*The September 25, 2020 Professional Standards Minutes were motioned by Linda McGillicuddy and seconded by Wes Evans to approve. The committee approved the minutes.*

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## Observations on Instructor Evaluations

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Olga Katkova communicated with Chair Melanie Purdy some ideas to include student input on instructor evaluations. The consensus from the committee was it could be disruptive to the class and possibly the students, the students already have an evaluation they can participate in, the instructor evaluation is a peer review, and students may not possess proper evaluation skills.

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## Parents jumping onto Zoom classes - discussion

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Chair Melanie Purdy asked if this was an issue for anyone. The committee did not have any issues with their classes. Suggestions received were to contact the student conduct office if there were a problem and address the issue when it happens as this is not something that can be controlled.

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## Revisit / Discuss the In-Person Observation Form

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Feedback was shared from those who have used the new WebLive Observation form: the form had a broader evaluation, more focus on content and the course as a whole. Sameer's concern was to make the In-Person Observation Form consistent with the WebLive Form. Chair Purdy will continue to collect more feedback on the WebLive Form and will bring this discussion back to the next meeting.

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## Tips and Tricks to increase course evaluations

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The committee has added several ideas to a Google Doc created by Melanie and to please continue submitting ideas. Melanie will also follow up with UNR for best practices.

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## Input Survey

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This will be discussed at the next meeting.

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## Old Business

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Electronic signatures were discussed. Chair Purdy asked for any suggestions. Linda McGillicuddy noted IT has a program called Hello Sign and said IT may be looking at a universal roll out of it.

## New Business

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None

**Meeting Adjourned:** 10:34 a.m.

**Next Meeting:** November 20, 2020